

**CITY OF NEVADA CITY
2008-2009 BUDGET**

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July 21, 2008

SUBJECT: Adoption of 2008-2009 Budget

The proposed budget for the fiscal year 2008-2009 for the City of Nevada City was reviewed by the City Council, Finance Committee, and various City Staff at a study session held on May 17, 2008. The final budget was presented and adopted at the City Council meeting of June 25, 2008 by Resolution No. 2008-31. This final budget document reflects the modifications that were suggested at the May 17, 2008 study session. The budget reflects a projected positive General Fund balance of \$317,653 which will be added to a Contingency Account to be appropriated as determined by the Council at a later date.

Gene Albaugh
City Manager



**CITY OF NEVADA CITY
STAFF MEMORANDUM FOR CITY COUNCIL MEETING**

TO: Honorable City Council

FROM: Gene Albaugh, City Manager
Catrina Andes, Finance Director

SUBJECT: Budget Overview and Adoption for FY 2008-2009

DATE: June 25, 2008

Background Information:

The Proposed Fiscal Year 2008-2009 Budget is being presented to Council at the June 25th City Council Meeting. The proposed budget information includes an overview of the budget, a budget summary of revenues and expenditures, a capital project summary, and departmental budgets. The proposed budget aspires to achieve the City's goals and objectives within the City's available resources. Council direction is requested to finalize and adopt the budget.

Overview:

With the support of the City Council, Finance Committee, and City Staff the City continued forward in vast improvements to the budgeting process. The Council, Finance Committee, and Staff participated in a very successful budget workshop on May 17th, 2008. There continues to be significant improvement in the presentation of the City's budget, internal fund accounting, and financial reporting and projections. The City completed a 5 year projection which was very helpful in moving the City forward in the 2008-2009 budgeting process. Substantial steps have been taken in preparing the proposed budget, with all Department Heads participating tremendously in getting to a balanced General Fund Budget. On April 23rd 2008 the City adopted Management and Budget Policies in Resolution 2008-12 Directing Staff and Council that the City shall operate with current expenditures being financed with current revenues.

General Fund:

The City's General Fund budget shows a year end favorable fund balance gain of \$307,748. Budgeted revenues for the fiscal year are \$3.7 million. The single largest revenue source for the General Fund is Property Tax, representing approximately 38.5% of the budgeted revenue base. The projection for Property Tax revenue for 08/09 is \$1.427 million a conservative 2% increase over the projected actual collections of \$1.399 million for the 07/08 fiscal year. The second largest revenue source is Sales Tax, representing 30% of the

budgeted revenue base. The projection for Sales Tax at \$1.092 million represents a 6.5% decrease from the projected actual collections of \$1.167 million for the 07/08 fiscal year. The City's outside Sales Tax Consultant Hdl has provided the City with the \$1.092 million sales tax projection.

General Fund Operating expenditures for the departments of Finance and Administration, City Council, Planning Commission, City Attorney, City Planner, City Engineer, City Manager, City Clerk and Treasurer, Fire, Police, Department of Public Works, and Park and Recreation total \$3.83 million prior to transfers and allocations for fiscal year 08/09. The Capital Projects Budget is \$220,000.

From the budget workshop of May 17th 2008, where there was a substantial projected deficit in the General Fund, there were reductions made to capital projects, 5% reductions in operating budgets, and reductions in the projected salary and benefit increases as related to current negotiations. Through the budgeting process there have been allocations made from the General Fund. The allocations consisted of transferring staff salaries of \$32,874 for time associated to the Measure "S" paving project from the General Fund Engineering Department, Public Works Department, and Administrative Department. Also, there was a transfer of overhead from the General Fund of \$144,935 for the departments of Finance and Administration, City Council, City Attorney, and City Manager to the Water and Sewer Funds. All of these changes created the favorable balance being presented in the General Fund.

The City has adopted new policies directing the City to develop General Fund Reserves for contingencies in future years that would assist in absorbing the impact of slow economic conditions. Given the slowing of the City's revenues, the Department Heads are being charged with strict review of operating and capital expenditures through the upcoming fiscal year to conserve the position of the General Fund.

Special Funds:

The City has received \$400,000 of Proposition 1B funds to be used during the 08/09 fiscal year for special projects. The City is also receiving ongoing money from the Measure "S" Special District Tax projected at \$460,000 for the fiscal year 08/09. These revenues will be used for the continuation of the summer paving and road improvement program. The City receives other special revenues that have restricted uses. The budgeted total of Special Revenues to be received in the fiscal year 08/09 is \$1.276 million. The City is moving toward a more refined allocation process so that the staff involvement and associated overhead expenses for projects associated to these Special Funds are being transferred to these funds from the General Fund.

Enterprise Funds:

The City's Water Department is showing an overall deficit of \$(330,012) for the 08/09 fiscal year. The City's Water Department Budget includes the expenses associated to the water distribution system. Budgeted revenues are \$597,718 which includes AB1600 fees and interest. Budgeted operational expenditures are \$650,795. This is an increase over the previous fiscal years operational budget of approximately 30%, primarily due to the allocation of administrative salary and benefits

costs and overhead. The Capital Projects budget for the Water Department and Distribution System is \$132,000.

After review of the Water Fund ongoing deficit balances, it has been recognized that the water revenues are not covering the operational costs of the Water Treatment Plant and Distribution System. It would be the recommendation from Staff that City Council review the water rates and consider implementing an increase prior to the next years budgeting cycle to begin eliminating the Water Fund deficit. Implementation of this rate increase would be prior to the completion of the water rate study, and water plant review process.

The City's Wastewater Department is showing an overall increase of \$52,057 for the 08/09 fiscal year. The City's Wastewater Department Budget includes the expenses associated to the wastewater collection system. Budgeted revenues are \$1.390 million which includes AB1600 fees and interest. Budgeted operational expenditures are \$1.077 million. This is an increase over the previous fiscal years budget of approximately 13%, primarily due to the allocation of administrative salary and benefits costs and overhead. The Capital Projects budget for the Wastewater Department and Collection System is \$116,550. It is the City's goal to begin a Capital Replacement Reserve Fund for the Water and Wastewater Treatment Plants.

Final Comments:

This City has just completed a refinance on three Sewer Bonds. The City Manager and Finance and Administration staff are continuing to implement Financial and Personnel Policies. The City is currently underway in a Water Treatment Plant review, a water rate study, and infrastructure improvements to the water distribution system.

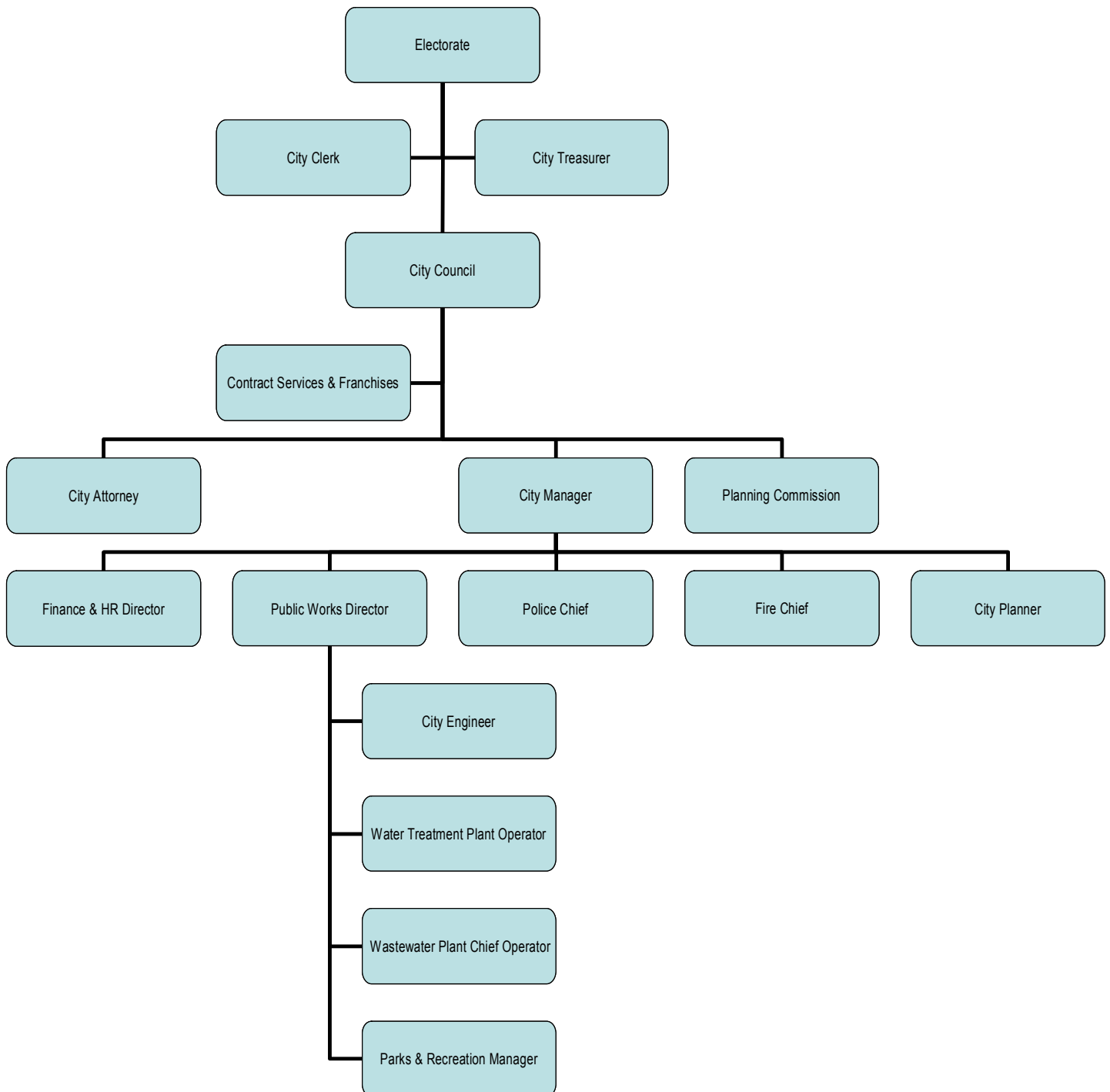
The City had a meeting with two actuaries from CalPERS this year that aided in furthering the City's understanding of how the defined benefits of CalPERS operate. The City is currently looking at financing options with the Nevada County Treasurer to package together the City of Nevada City's PERS side fund debt of \$106,037 for miscellaneous employees and \$542,167 for safety employees, which is currently being charged at a rate of 7.75%.

Included in the potential funding package would also be financing for the Pioneer Park projects of resurfacing the tennis courts, replacing the caretaker cottage roof, replacing the roof on Seamans Lodge for a total of \$130,000, financing for the Department of Public Works Street Sweeper and Vactron for a total of \$195,000, 500 new water meters for \$125,000, and potentially financing for a City Solar project for \$32,000.

The City Manager and Finance Director will be working with the Nevada County Treasurer to prepare a package including these items. This will enable the City to move forward on City projects, replace aging equipment that is generating higher than normal repair and maintenance costs to the general fund, and will generate interest rate savings to the City by paying off the CalPERS side fund debt at the rate of 7.75% with a much lower rate financing option.

The Finance and Administrative staff Corey Shaver, Brenda Peters, and Mary Lundin are to be commended for all of there diligence during the budgeting process. Each has been instrumental in assisting the City Manager and Finance Director in implementing necessary financial management and personnel policies, improving the internal accounting and financial reporting, and making this one of the best budgeting processes the City has seen.

Organization of Nevada City Government 2008-2009



CITY OF NEVADA CITY
2008-2009 BUDGET SUMMARY *(Adopted)*

	<u>General Fund</u>	<u>Special Revenues</u>	<u>WTP</u>	<u>Enterprise Funds</u> <u>WWTP</u>	<u>Vet's Bldg</u>
REVENUES:					
<u>General</u>					
Sales Tax <i>(includes property in - lieu sales tax)</i>	\$ 1,092,000				
Property Taxes	\$ 1,426,662				
Room Tax	\$ 331,500				
Motor Vehicle <i>(includes vehicle fees in lieu of property tax)</i>	\$ 246,500				
Franchises	\$ 88,000				
Rent	\$ 63,500				
Fire Department	\$ 46,600				
Licenses & Permits	\$ 67,500				
Fines & Penalties	\$ 90,000				
Planning	\$ 50,000				
Parks & Recreation Programs	\$ 119,500				
Parking	\$ 47,000				
Interest	\$ 30,000				
Other - Misc.	\$ 8,875				
<u>Special</u>					
AB-1600 <i>(Admin, Police, Park, Fire, Roads, Drainage)</i>		\$ 62,290			
Prop. 172 - SB509		\$ 30,000			
Supplemental Law Enforcement (SLESF)		\$ 100,000			
Park&Rec. Mitigation/Quimby		\$ 23,520			
Gas Tax		\$ 75,000			
Transportation Commission Funds		\$ 120,700			
Fire Taxes <i>(1986, 2003, Tax Cap.)</i>		\$ 105,000			
CMAC Grant		\$ 92,000			
Constitution Day Parade		\$ 7,500			
Special District Tax (Measure "S")		\$ 460,000			
B.I.D.		\$ 25,000			
OCJP Grant		\$ 75,000			
USPEA Grant (Friends of Deer Creek)		\$ 100,000			
<u>Enterprise</u>					
Water - Interest			\$ 10,000		
Water - AB1600			\$ 40,218		
Water - Services			\$ 547,500		
Sewer Interest				\$ 25,000	
Sewer - AB1600				\$ 18,887	
Sewer - Services				\$ 1,346,730	
Vet's Bldg Program Income					\$ 14,000
TOTAL REVENUES:	\$ 3,707,637	\$ 1,276,010	\$ 597,718	\$ 1,390,617	\$ 14,000

CITY OF NEVADA CITY
2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:

Operational:

General

General Government	\$	506,342				
City Council	\$	16,400				
Planning Commission	\$	12,900				
City Attorney	\$	60,000				
City Planner	\$	118,226				
City Engineer	\$	13,671				
City Manager	\$	153,553				
City Clerk&Treasurer	\$	3,594				
Fire	\$	448,207				
Police	\$	1,488,780				
DPW (B&G, Streets, Sewer Collection, Water Dist.)	\$	664,175		\$	26,000	\$ 28,000
Parks & Recreation (pool, summer camp)	\$	344,411				

Special

Constitution Day	\$	7,500				
USPEA Grant	\$	100,000				

Enterprise

WTP			\$	624,795		
WWTP				\$	1,049,075	
Veterans Bldg.						\$ 36,601
Totals - Operations	\$	3,830,259	\$	107,500	\$	650,795
					\$	1,077,075
						\$ 36,601

Capital Outlay:

Fire	\$	15,000				
Police	\$	10,000	\$	37,500		
DPW (B&G, Streets, Sewer Collection, Water Dist.)	\$	45,000		\$	125,000	\$ 90,000
Capital Outlay-RSTP/STIP S&R (fund 212)			\$	75,700		
Capital Outlay-CMAC Grant (fund247)			\$	101,000		
Capital Outlay-Rural Planning (215)			\$	45,000		
Ops-Gas Tax (Fund 210)			\$	10,000		
Ops/Capital Outlay-Prop IB (fund 244)			\$	400,000		
Ops/Capital Outlay-AB1600 (fund 137&138)			\$	82,000		
Capital Outlay - Measure "S"			\$	402,550		
Parks & Recreation (pool, summer camp)	\$	150,000				
WTP				\$	7,000	
WWTP					\$	26,550
Totals - Capital Outlay	\$	220,000	\$	1,153,750	\$	132,000
					\$	116,550
						\$ -

TOTAL EXPENDITURES & CAPITAL OUTLAY:

\$	4,050,259	\$	1,261,250	\$	782,795	\$	1,193,625	\$	36,601
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OPERATING TRANSFERS IN:

Transfers In - from Fire Taxes	\$	152,626				
Transfers In - SLESF & OCJP	\$	175,000				
Transfers In - Measure "S" General Gov't	\$	32,874				
Transfers In - General Gov't Cost Allocation to Water & Sewer	\$	289,870				

Subtotal - Transfers In

\$	650,370	\$	-	\$	-	\$	-	\$	-
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OPERATING TRANSFERS OUT:

Transfers Out - Fire Taxes	\$	152,626				
Transfers Out - SLESF & OCJP	\$	175,000				
Transfer Out - Measure "S" General Gov't	\$	32,874				
Transfers Out - General Gov't Cost Allocation to Water & Sewer			\$	144,935	\$	144,935

Subtotal - Transfers Out

\$	-	\$	360,500	\$	144,935	\$	144,935	\$	-
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CHANGE IN RESOURCES

\$	307,748	\$	(345,740)	\$	(330,012)	\$	52,057	\$	(22,601)
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Fund Balances 6/18/08	\$	23,818	\$	1,638,675	\$	(213,144)	\$	1,184,414	\$	(26,212)
Changes for y/e fund balances										
LAIF interes to be apportioned	\$	21,192	\$	21,192.00			\$	21,192.00		
Tech Center AB1600/Measure "S"			\$	25,000.00						
Comcast A/P I-Net	\$	(35,105)								
Police Vehicle w/ Equipment			\$	(30,000.00)						
Tintle Sidewalks			\$	(9,815.00)						
Projected Y/E Fund Balances	\$	9,905	\$	1,645,052	\$	(213,144)	\$	1,205,606	\$	(26,212)
NET of Adjustments	\$	317,653	\$	1,299,312	\$	(543,156)	\$	1,257,663	\$	(48,813)

FINANCE AND ADMINISTRATION

DEPARTMENTAL INFORMATION:

Mission

The mission of the Finance and Administration department is to provide, ensure, and promote quality customer service to the City Council, City Manager, departments, individual employees, and the general public through the timely completion of financial functions including accounting, utility billing, budgeting, custody of city funds, and in the administration of the city's human resource systems. To be performed in a transparent, responsible, and compliant manner in accordance with federal, state, and city ordinances and regulations, and with generally accepted accounting practices and principles.

Departmental Description

The Department of Finance and Administration is responsible for the administration of Finance, Human Resources, Risk Management, Customer Service, and Deputy City Clerk functions. The department provides direct support to the City Manager as well as all other city departments and is managed by the Finance and Human Resources Director.

Services Provided

The Department of Finance and Administration is responsible for providing a myriad of services in the areas of Finance, Human Resources, Risk Management, and Customer Services. In the area of finance, the department collects and records all city revenues, manages city's cash and debt, processes disbursements and payroll, is responsible for utility billing and business licenses, maintains city inventory and accurate financial records for all city funds (*grants, capital projects, enterprise, governmental, and fixed assets*), prepares transparent and explanatory financial reports, and prepares city budget and projections.

In the area of Human Resources the Finance and Administration Department is the City's centralized area for activities in support of personnel processes and human resource management. The major functions include employee and labor relations, classification and compensation, recruitment and selection, employee benefits, and training and development at the direction of the City Manager, and Finance and Human Resources Director.

In the area of Risk Management the Finance and Administration Department is responsible to protect the financial integrity of the City by identifying risks and effectively handling through avoidance loss prevention and control, manages the city's workers compensation claims, and liability claims, and is responsible for the periodic review of the of insurance for property, liability, and workers compensation.

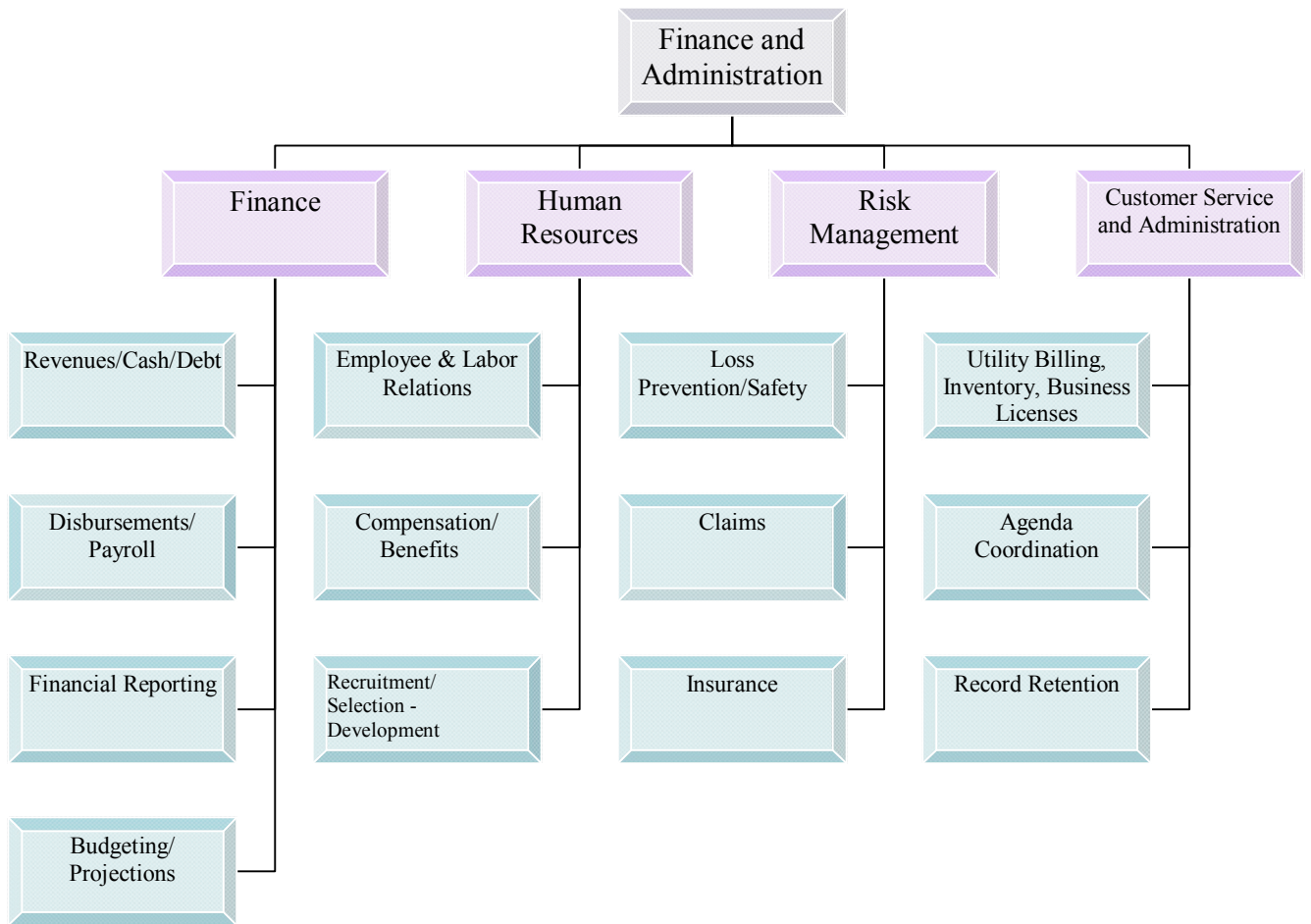
In the area of Customer Services and Administration the Finance and Administration Department is to interface with all customers and provide prompt, excellent service. Administration assists in the preparation, production, and distribution of the City Council agenda packet at the direction of the City Manager, and is to maintain with accuracy the retention of records for the City.

Debt

There is debt associated to the remodel of the City Hall with WestAmerica Bank with an balance owing of \$551,370 as of March 31, 2008.

DEPARTMENTAL STAFFING:

Organizational Chart



Current Staffing & Compensation

<i>Position</i>	<i>Classification</i>	<i>Compensation</i>	<i>Benefits</i>	<i>Allocation</i>
Finance & HR Director	Regular - FT	\$5,787.38/monthly	\$2,412.30/monthly	1
Senior Clerk	Regular - FT	\$3,670.61/monthly	\$1,636.66/monthly	1
Account Clerk II	Regular - FT	\$3,109.96/monthly	\$1,928.13/monthly	1
Customer Svc Clerk I	Regular - FT	\$2,768.05/monthly	\$1,551.16/monthly	1

For the end of fiscal year 07/08 and the upcoming fiscal year 08/09 the Finance and Administration Department will be requesting temporary labor assistance for the months of June, July, August, and September. The temporary labor will be used to assist in the area of customer service so that current staff will be more readily available to participate in the preparation and completion of the audit process.

MAJOR ACCOMPLISHMENTS 07/08:

- Implemented records management policies and procedures
- Municipal Code Update – Organization of Ordinances and Resolutions
- Payroll cross training, CalPERS online reporting
- Reorganization of utility billing system, laser billing
- Improvements to budget process with timely annual adoption for FY 07/08
- Brought in a new auditing firm – Smith & Newell with a most recent annual audit completed and provided to City Council in a timely manner
- Regular financial reporting to City Council, Finance Committee, and City Management
- Five year projection
- Implementation of financial policies and procedures

OBJECTIVES AND PERFORMANCE MEASURES 08/09 and Beyond:

Finance

- 1) Continue implementation of Financial Management and Budget Policies
 - a. Design a policy for expenditures, budget, and new capital
 - b. Design revenue policies
 - c. Set City Reserve Policies for General Fund, Economic Uncertainty, Capital Replacement, and Compensated Absences.
 - d. Purchasing Policy
 - e. Completion of Finance Policies by fiscal year end 08/09
- 2) Update City Fee Schedules
 - a. Review all service/user fees of the City – planning, administrative services provided
 - b. Compare fee structure to other cities
 - c. Draft a recommendation for increasing fees
 - d. Take recommendation to Finance Committee for review
 - e. Forward recommendations to the City Council for adoption
 - f. Completion of increased fee structure by fiscal year end 08/09
- 3) Establish location off all 2nd units – illegal, legal, or grandfathered
 - a. City Engineer continues to work with citizen committee
 - b. Once all 2nd units are identified, Staff review list
 - c. All illegal 2nd units are referred to the City Attorney
 - d. All legal 2nd units are noted on the new base map

- e.* All grandfathered 2nd units are noted on the base map
 - f.* Council reviews 2nd unit ordinance, with recommended changes to the planning commission
 - g.* Commission and Council hold public hearings as needed
 - h.* City Attorney receives direction from Council for 2nd unit enforcement
 - i.* All 2nd units brought into conformity by Fiscal Year End 08/09
- 4) Identification and inventory of all 2nd units – illegal, legal, or grandfathered
- a.* Work with City Engineer to develop a Capital Improvement Plan (CIP)
 - b.* Conduct a Public Hearing for CIP
 - c.* Submit CIP to Finance Committee for review
 - d.* Submit CIP to Council for adoption
 - e.* Submit approved CIP to consultant for mitigation Nexus Study
 - f.* Submit consultants recommendations for changes to the mitigation fees to Finance Committee for review
 - g.* Take recommendations for mitigation fee changes to City Council for adoption
 - h.* Completion of Nexus Study by fiscal year end 08/09
- 5) 5 year projection
- a.* Continue updating the City's 5 year projection
 - b.* This is an ongoing goal
- 6) Implement a 2 year budget
- a.* This is a 2-3 year goal
- 7) Sewer and Water Rates Study for implementation of incremental increases
- a.* Review and evaluate current allowable monthly use of water
 - b.* Establish use-based rates that reward water conservation
 - c.* Recommend a new water use ordinance
 - d.* Recommend a water re-use ordinance
 - e.* Review and evaluate fee schedule annually
 - f.* Council to codify use-based rates
 - g.* This is a 2 year goal, by 2010

Administration & Human Resources

- 1) Create a Policy and Procedural manual for Personnel Administration
- a.* Develop policies for personnel administration
 - b.* Policy to City Attorney for review
 - c.* Policy to City Council for adoption
 - d.* Completion by end of 1st quarter fiscal year end 08/09
- 2) Create Policies to support an Employee Handbook
- a.* Develop policies to implement into a City employee manual
 - b.* Employee manual to the City Attorney for review

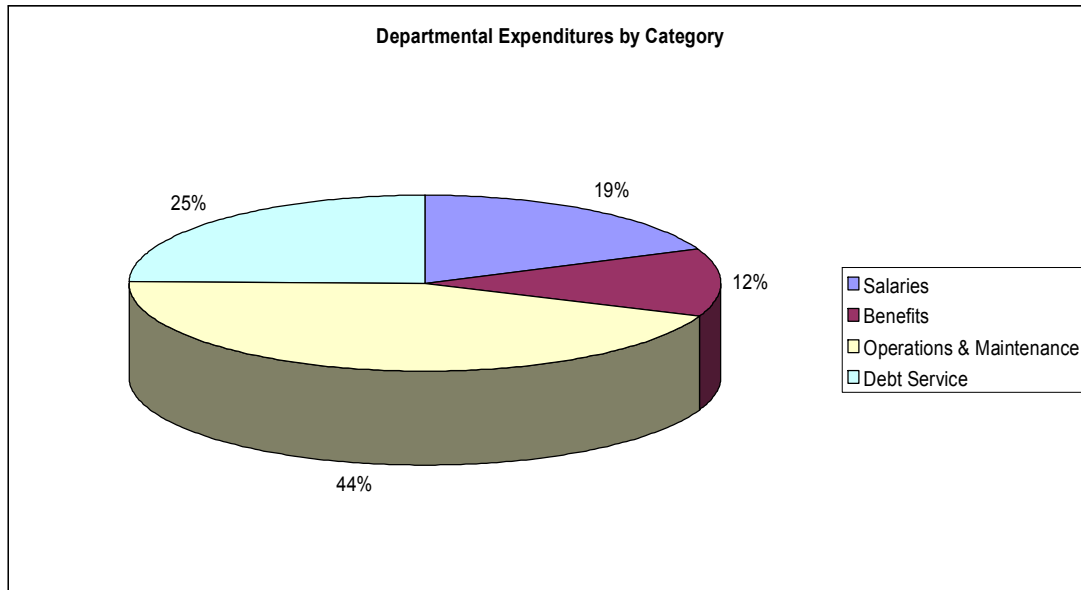
- c.* Policy to employee groups for meet and confer
 - d.* Employee Handbook to City Council for adoption
 - e.* Completion by end of 1st quarter of fiscal year 08/09
- 3) Periodic Review of Hardware and Software Programs
 - a.* Review of existing software for all departments
 - b.* Possible software upgrades considered/installed
 - c.* Staff training and review as needed
 - d.* Provide ongoing training as needed
 - e.* Provide ongoing cross training for all employees
 - f.* Refer need for major software upgrades to Finance Committee as needed
 - g.* Council approves major software upgrades as needed
 - h.* This is an ongoing goal
- 4) Enhance and improve current Customer Service Practices
 - a.* Staff identifies existing customer service practices and advises Council
 - b.* Staff identifies practices not in place and advises Council
 - c.* Public contact employees receive offsite customer service workshop
 - d.* Follow up meetings begin at Staff level
 - e.* Staff develops feedback form for public input regarding City Hall customer service
 - f.* Web site includes public feedback page
 - g.* Implementation by fiscal year end 08/09 and ongoing



BUDGET SUMMARY 2008-2009:

CITY OF NEVADA CITY
GENERAL GOVERNMENT - DEPT 4600
2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
Salaries	\$ 70,072	\$ 149,903	\$ 149,903	\$ 94,645	-36.9%
Benefits	\$ 14,119	\$ 113,574	\$ 113,574	\$ 62,650	-44.8%
Operations & Maintenance	\$ 646,709	\$ 216,000	\$ 216,000	\$ 224,550	4.0%
Debt Service	\$ 124,498	\$ 124,498	\$ 124,498	\$ 124,497	0.0%
Total Operational	\$ 855,398	\$ 603,975	\$ 603,975	\$ 506,342	-16.2%
Capital Outlay	\$ 7,912	\$ 80,000	\$ 132,050	\$ -	-100.0%
TOTAL:	\$ 863,310	\$ 683,975	\$ 736,025	\$ 506,342	-26.0%
Transfers Out-Work Comp. Fund Closure	\$ 104,390				
Transfers Out-RTMF	\$ 38,245				
Transfers Out-Looser	\$ 195				
Total w/ transfers & grants	\$ 1,006,141	\$ 683,975	\$ 736,025	\$ 506,342	



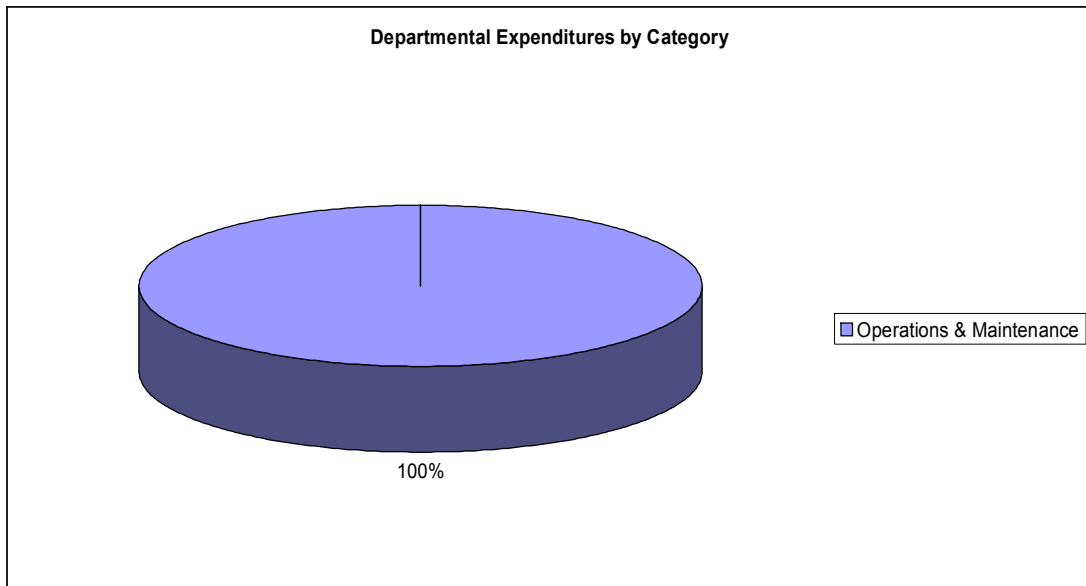
CITY COUNCIL

The City Council consists of five representatives elected at large. The Council is the policy and legislative body of the City and formulates policy guidelines in response to the needs, values, and interest of the citizens of the City of Nevada City. The Council hires the City Manger and City Attorney, makes appointments to the commissions, and advisory committees, and acts to influence local, regional, and state policies favorable to the City through various organizations and action groups.

BUDGET SUMMARY 2008-2009:

**CITY OF NEVADA CITY
CITY COUNCIL - DEPT 4602
2008-2009 BUDGET SUMMARY (Adopted)**

<i>EXPENDITURES:</i>	<u>Actual</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Adopted</u>	<u>Change From</u>
	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>07-08 Budget</u>
Operations & Maintenance	\$ 6,504	\$ 5,000	\$ 8,900	\$ 16,400	228.0%
<i>TOTAL:</i>	<u>\$ 6,504</u>	<u>\$ 5,000</u>	<u>\$ 8,900</u>	<u>\$ 16,400</u>	<u>228.0%</u>



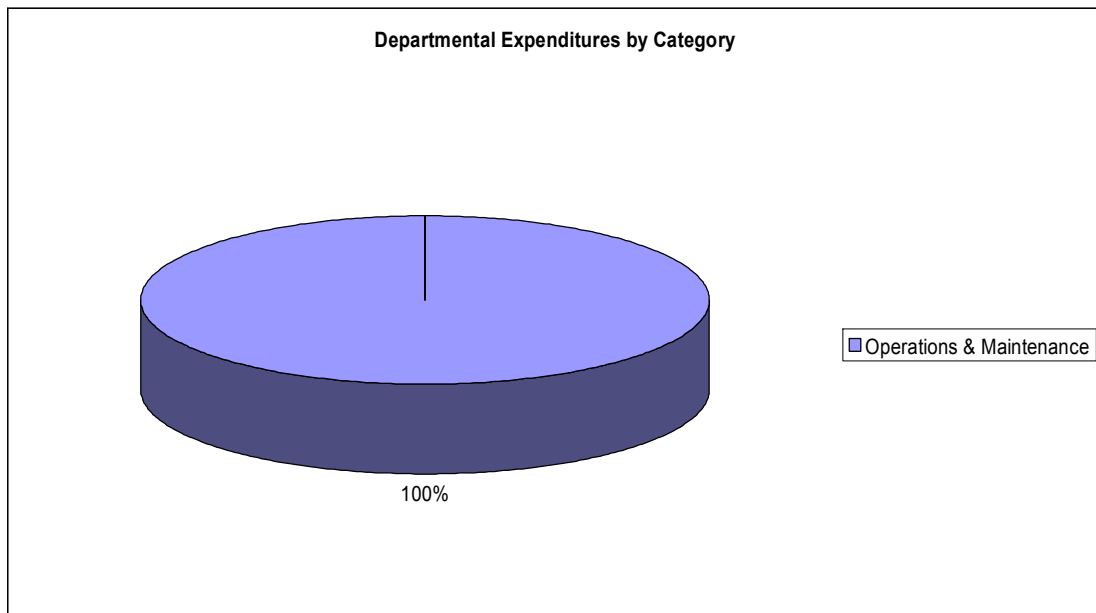
PLANNING COMMISSION

The Planning Commission consists of five representatives, and each member of the City Council shall have the right to appoint one Planning Commissioners. Planning Commissioners must be residents of Nevada City. Planning Commissioners serve at the will and pleasure of the Council. The Commission develops and maintains a general plan, develops specific plans as may be necessary or desirable, periodically reviews the capital improvement program of the City, administers all zoning ordinances of the City, and performs such other functions as the City Council may prescribe.

BUDGET SUMMARY 2008-2009:

**CITY OF NEVADA CITY
PLANNING COMMISSION - DEPT 4604
2008-2009 BUDGET SUMMARY (Adopted)**

<i>EXPENDITURES:</i>	<u>Actual FY 2006-2007</u>	<u>Budget FY 2007-2008</u>	<u>Revised Budget 2007-2008</u>	<u>Adopted 2008-2009</u>	<u>Change From 07-08 Budget</u>
Operations & Maintenance	\$ 4,321	\$ -	\$ 3,900	\$ 12,900	100.0%
<i>TOTAL:</i>	<u>\$ 4,321</u>	<u>\$ -</u>	<u>\$ 3,900</u>	<u>\$ 12,900</u>	<u>100.0%</u>



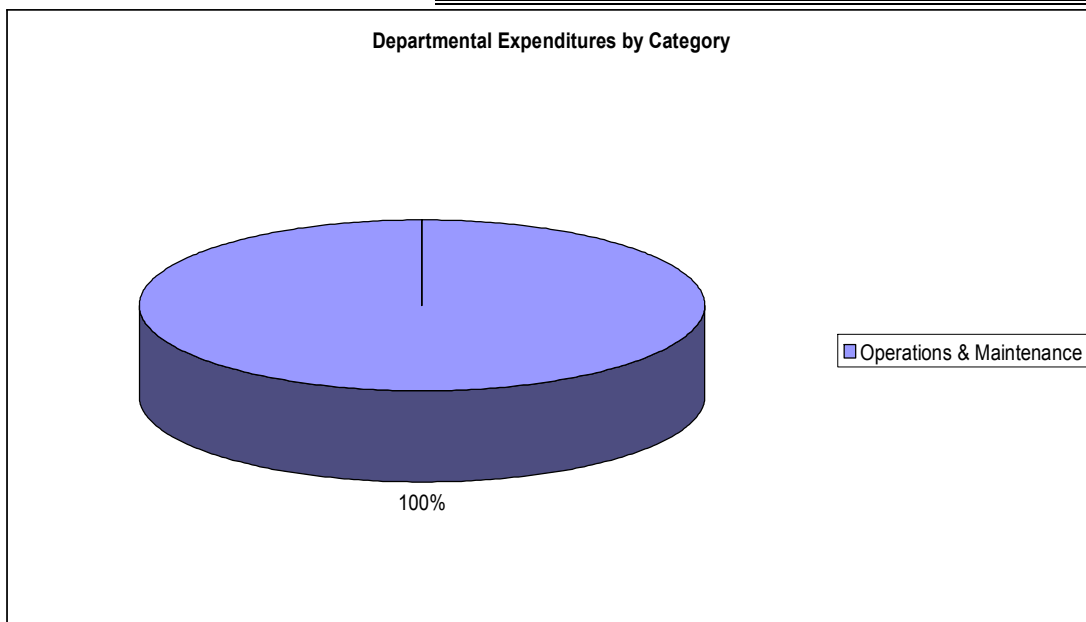
CITY ATTORNEY

The City Attorney works closely with the City Manager and his staff to carry out the Council's goals. The City Attorney's Office provides legal service, advice, and representation to the Mayor, City Council, City Manager, City Departments, and Commissions. The City Attorney's Office advocates the City's interest in lawsuits filed on behalf of the City, its officers, employees, and agencies in administrative venues. The city Attorney's Office similarly provides legal advice in the areas of finance, land use, personnel, elections, conflicts of interest, and economic development, among others. Services include reviewing various contracts, ordinances, resolutions, and other documents, as well as legal research. The city Attorney also provides counsel to and attends meetings of the Council, Planning Commission (as requested), and subcommittees (as requested).

BUDGET SUMMARY 2008-2009:

**CITY OF NEVADA CITY
CITY ATTORNEY - DEPT 4606
2008-2009 BUDGET SUMMARY (Adopted)**

<i>EXPENDITURES:</i>	<u>Actual FY 2006-2007</u>	<u>Budget FY 2007-2008</u>	<u>Revised Budget 2007-2008</u>	<u>Adopted 2008-2009</u>	<u>Change From 07-08 Budget</u>
Salaries	\$ 23,205	\$ 23,463	\$ 23,463	\$ -	-100.0%
Benefits	\$ 21,494	\$ 15,512	\$ 15,512	\$ -	-100.0%
Operations & Maintenance	\$ 13,529	\$ 9,758	\$ 9,758	\$ 60,000	514.9%
<i>TOTAL:</i>	<u>\$ 58,229</u>	<u>\$ 48,733</u>	<u>\$ 48,733</u>	<u>\$ 60,000</u>	<u>23.1%</u>



CITY PLANNER

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PLANNING COMMISSION
PLANNING COMMISSION CLERK

CONSULTANT PLANNERS (2) –Annexations
Housing Element

DESCRIPTION OF DEPARTMENT

The Planning Department, under the general direction of the City Manager, oversees all planning operations, provides customer service, conducts planning studies and related activities, administration, development and enforcement of the General Plan and the Zoning Ordinance.

MAJOR ACCOMPLISHMENTS:

1. Provided access to the public, in person and by telephone, to assist with any questions or provide information regarding the City Planning Commission. A goal is to answer each phone call or inquiry within 24 hours..
2. Provided a process for the public to discuss planning matters more in detail by creating a form called “Request to Meet with Staff.” This gives the option to meet with the City Planner, the City Engineer, or other staff at the hourly rate of each employee (per adopted fee schedule). Any inquiries beyond an approximate or reasonable 15-minute time limit results in such a staff consultation.
3. Implemented a “Sign-Off Procedure” for tenant improvement plans, or plans that require City signatures prior to obtaining a building permit. Many permits that involve interior work only require two City staff signatures prior to obtaining a building permit. This process can often take up to an hour to obtain the signatures. A fee of \$80 which encompasses the City Engineer, City Planner and Support Staff time to obtain the signatures has been charged.
4. To provide better understanding of the planning process, ALL applications were immediately reformatted and a checklist provided for each type of application. For example, an architectural review form now includes:
 - a. When such an application is required (new construction, exterior alteration, etc.)
 - b. The process and timeline (staff review required, to Planning Commission, within a reasonable time frame 2-4 weeks)
 - c. Checklist of information required (site plan, number of plans, color chips, filing fee.)

- Planning forms have been placed on the website under the Planning Department.
5. Planning Commission Agendas and Minutes are available on the website.
 6. To help better serve applicants who come before the Planning Commission, a Planning Commissioner Liaison was created. A Commissioner can be appointed to assist the applicant and this assists both the applicant and the City by:
 - a. Allowing the Liaison and City Planner to process minor changes to applications (such as minor change in windows, colors, materials, etc.) without having the applicant return to the Commission which can result in a 2 to 3 week delay.
 - b. Provides the City with an ability to oversee a project to ensure there are no problems or concerns that might arise. For example, the Liaison recently met with the architect on a project and provided an update at the Commission hearing.
 7. Provided in writing and in direct cooperation with the Fire Chief and Fire Marshall, a clear, concise handout on Driveway and Road Standards within the City. This document was most helpful to local architects, engineers and land surveyors who were unable to obtain a clear definition of City road/driveway standards.
 8. Continue to maintain open communication with the County Building Department and Environmental Health Departments. Have provided the Building Department with approval letters and plans for approved Commission projects.
 9. Provide more communication between Commission and Council by creating a PC Meeting Summary; taking the planning agendas and providing action taken; copies given to City Manager and Mayor.

GOALS AND OBJECTIVES

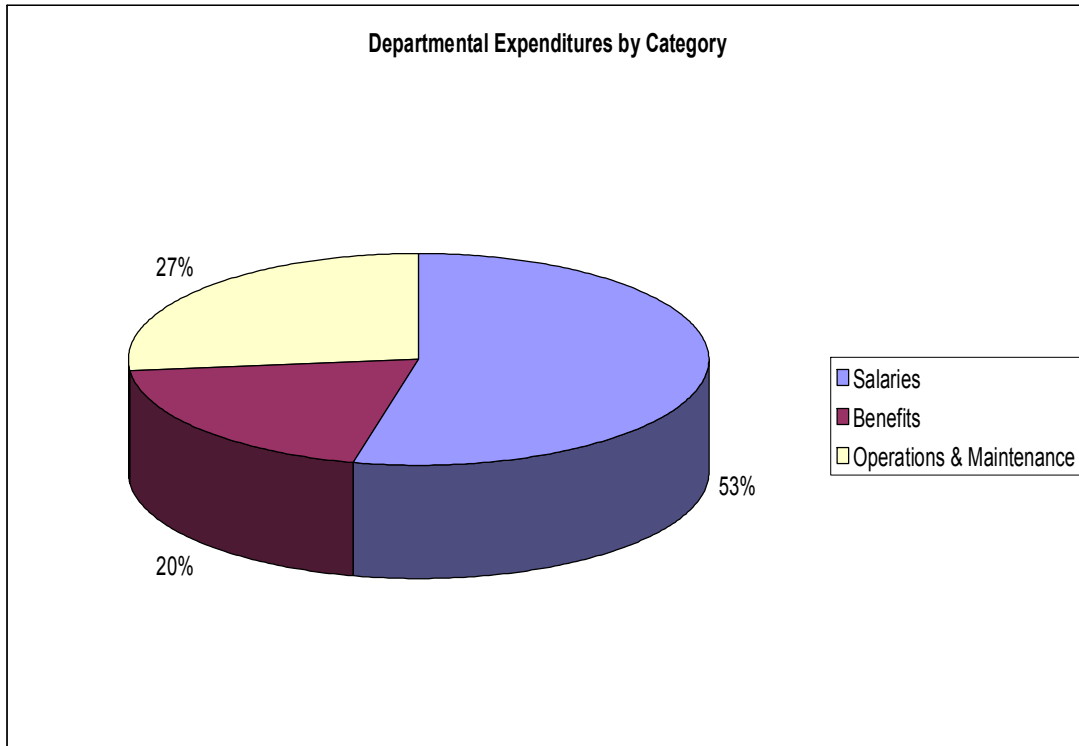
1. **2nd Unit Ordinance.** The Falconi Map is an invaluable tool for the Planning Department. Staff is working on the legal and illegal 2nd units within the City and this has been a goal for many, many years. It is the City Planner's goal to review that information and determine what is common with those 2nd units as they relate to planning factors such as any impacts on traffic, noise, etc. on existing neighborhoods. With that information, review the current 2nd unit ordinance which is restrictive. As 2nd units are able to be counted within the Housing Element, it is a goal to provide 2nd units in order to meet our required State housing numbers.
2. **Housing Element.** Work closely with the Planning Consultant on the required Housing Element Update which is to be completed by June 2009 as required by the State. The Housing Element is required to be updated every 5 years. Working with and learning from the Consultant, the City Planner would hope to be able to work on the next Housing Element, thereby saving money for the City.

3. **Annexation/Sphere of Influence Update.** The current Sphere of Influence is soon to be adopted. Several annexations have occurred and are awaiting the final adoption of the Sphere in order to be completed. By working with the consultant retained to process annexations, the City Planner desires to learn the annexation process and be able to process them in-house, thereby saving money for the City. The City Planner has good rapport with the LAFCo staff at the County level.
4. **Review Fee Schedule.** The City Planner has a goal of reviewing the fee schedule that may not correctly reflect the amount of time required to process the various applications. For instance, an Architectural Review application can become complex and require more time, the city charges only a \$100 filing fee. A suggestion would be to implement a process whereby the applications could include an “Agreement to Pay” form that would be able to be instated after the initial filing fee is _____ - spent. This way, if the initial payment is sufficient, then no further fees would be required. But in the case where a project becomes complex and staff time is required, the City would be able to recoup its cost.
5. **Continue Improving Customer Service.** A continuing goal is to improve customer service by making more professional forms and offering Design Guidelines and other information available online. Continuing goals are to provide courteous and professional service by the City Planner, staff and the Planning Commission.
6. **Sign Ordinance.** Work with Commission or Council committees or create such committees to assist in providing improved directional signage, clear understanding of the sign ordinance, and ensuring that fairness is provided. For instance, the Municipal Code states flags and banners are prohibited. The City Planner has included this information on the sign application and within any approval letters as a “reminder” and to provide the information to the recipient.
7. **Training.** City Planner goal is to continue to attend training to ensure the City is kept up to date on recent laws and to provide better service to the Council, Commission, staff and the public.
8. **Procedures and Zoning Ordinance:** Continue review of ongoing procedures and zoning ordinance standards and see where minor development permits could be reviewed by staff to streamline some of the processes for the public.

BUDGET SUMMARY 2008-2009:

**CITY OF NEVADA CITY
CITY PLANNER - DEPT 4608
2008-2009 BUDGET SUMMARY (Adopted)**

EXPENDITURES:	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
Salaries	\$ 4,000	\$ 60,577	\$ 60,577	\$ 63,300	4.5%
Benefits	\$ 1,761	\$ 20,237	\$ 7,614	\$ 23,276	15.0%
Operations & Maintenance	\$ 70,032	\$ 36,300	\$ 33,123	\$ 31,650	-12.8%
TOTAL:	\$ 75,792	\$ 117,114	\$ 101,314	\$ 118,226	0.9%



CITY ENGINEER

Mission Statement: To sustain and enhance the high quality of life in Nevada City by implementing City Council and City Manager's policies and priorities; also to identify, budget and implement infrastructure and capital improvements throughout the City in roads, sewer, water, and all other related public works projects.

Goals: To continue to implement infrastructure improvements to the City, by

Streets – To continue Measure S improvements until project complete; maximum 16 years.

Storm Drains – Using Grant and AB1600 funds to install and repair storm drains on existing streets.

Water Lines – To replace old aging water distribution lines, fire hydrants, and gate valves.

Sewer Lines – To repair and replace sewer lines to improve leakage and rebuild manholes to further eliminate infiltration and inflow.

Utility Maps – New sewer, water, and planning maps for the City.

Commitment: Maintain a professional working environment with the sewer plant and water plant, and planning department personnel, as well as public works related projects.

Major Accomplishments – Fiscal Year 2007/08

Sewer Plant – Completed \$6,000,000.00 of capital improvements to the City's sewer plant, to meet the new established regulations by the State of California for treated effluent.

Measure S – Completed the first year of Measure S street overlays expending \$400,000.00 on various city streets.

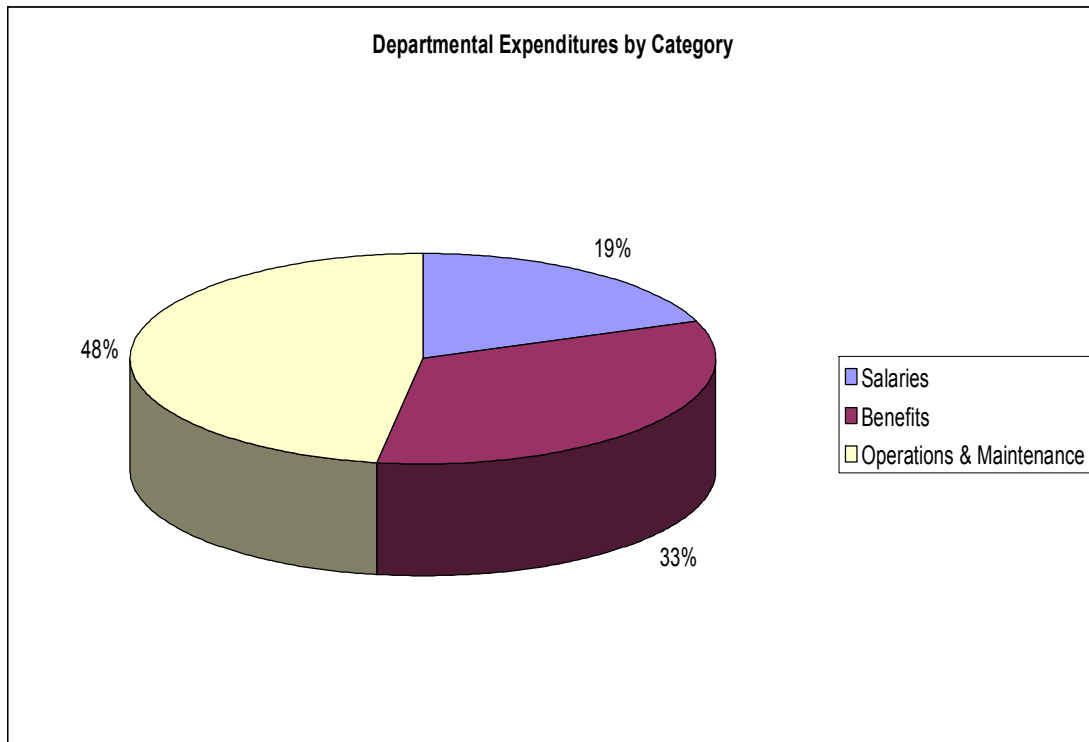
Base Map – Completed new base map (Falconi Map) for the City to aid in planning and in sewer/water accounts and in all City departments including Public Works, Police and Fire.

Sphere of Influence – Submitted data to LAFCO delineating how City services could service future annexations.

BUDGET SUMMARY 2008-2009:

**CITY OF NEVADA CITY
CITY ENGINEER - DEPT 4610
2008-2009 BUDGET SUMMARY (Adopted)**

EXPENDITURES:	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
Salaries	\$ (618)	\$ 14,254	\$ 14,254	\$ 2,630	-81.5%
Benefits	\$ 33,587	\$ 32,618	\$ 32,618	\$ 4,541	-86.1%
Operations & Maintenance	\$ 3,575	\$ 5,300	\$ 5,300	\$ 6,500	22.6%
TOTAL:	\$ 36,544	\$ 52,172	\$ 52,172	\$ 13,671	-73.8%





CITY MANAGER

Mission Statement: To carry out City Council policy and ensure that all residents are being equitably served; coordinate the work of department heads and other employees, who help ensure the smooth and efficient delivery of services and building public/private partnerships, targeting all of a community's resources to solve current problems.

Goals: Ensuring the continuous improvement of community services, by

Administration of Personnel – Providing direction and leadership to department heads and those who provide direct services to the community.

Management of Public Funds – Ensuring the cost-effectiveness of programs, balancing budgets, and securing the financial health of the community.

Implementation of Programs and Policies – Working with elected officials and community leaders to achieve common goals and objectives for the community.

Coordination of Service Delivery – Anticipating future needs, organizing work operations, and establishing timetables to meet community needs.

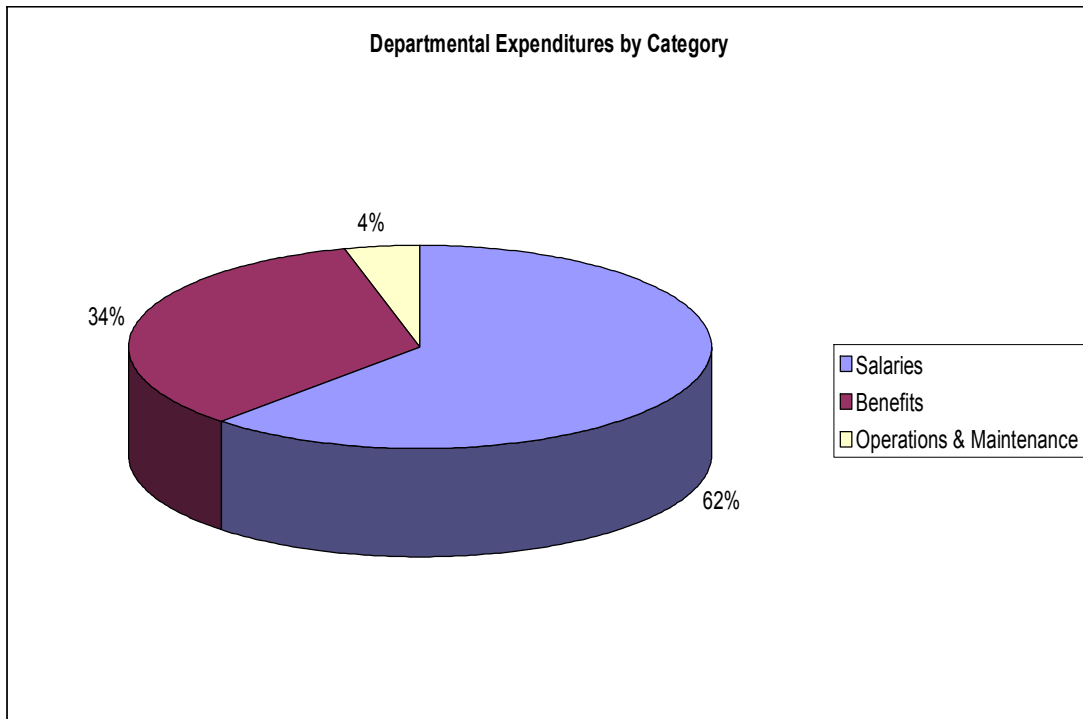
Commitment: – To maintaining the public trust and confidence in local government, achieving equity and social justice, affirming human dignity, and improving the quality of life for all residents.



BUDGET SUMMARY 2008-2009:

**CITY OF NEVADA CITY
CITY MANAGER - DEPT 4615
2008-2009 BUDGET SUMMARY (Adopted)**

<i>EXPENDITURES:</i>	<u>Actual</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Adopted</u>	<u>Change From</u>
	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>07-08 Budget</u>
Salaries	\$ 81,224	\$ 87,450	\$ 87,450	\$ 95,000	8.6%
Benefits	\$ 22,730	\$ 38,946	\$ 38,946	\$ 52,228	34.1%
Operations & Maintenance	\$ 2,964	\$ 4,410	\$ 4,410	\$ 6,325	43.4%
<i>TOTAL:</i>	<u>\$ 106,917</u>	<u>\$ 130,806</u>	<u>\$ 130,806</u>	<u>\$ 153,553</u>	<u>17.4%</u>



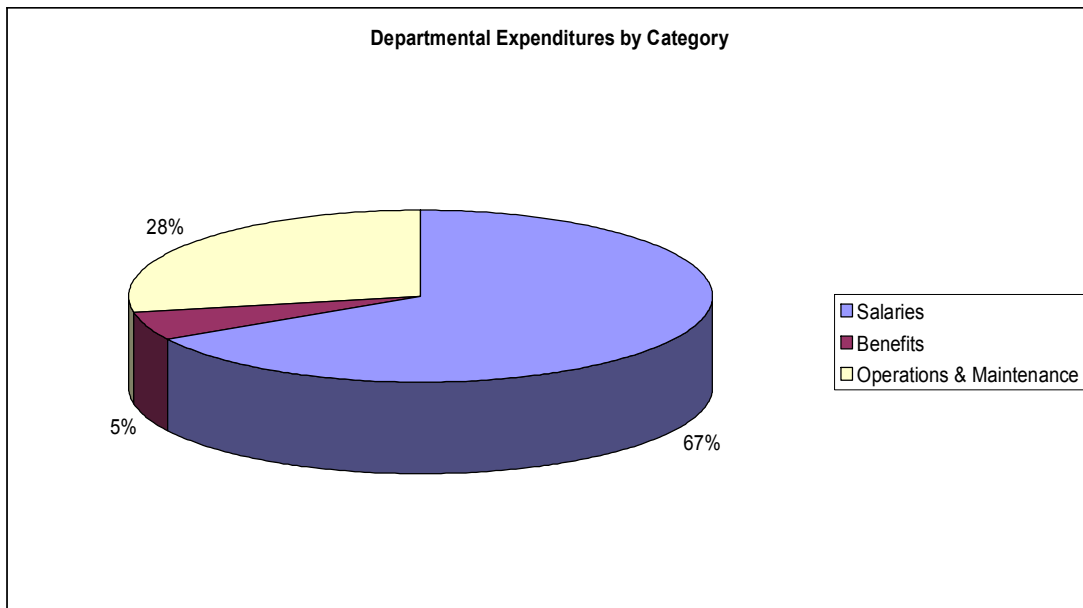
CITY CLERK AND TREASURER

The City Clerk and Treasurer are elected at large. The City Clerk keeps a book marked ordinances and records in it all city ordinances with his certificate annexed to each stating it is a true and correct copy of the City ordinance, the ordinance number, and that it has been published or posted pursuant to law. The City Clerk is the custodian of the City seal. The City Clerk may appoint deputies, and may administer oaths. The City Treasurer shall have the custody of and be responsible and accountable for all moneys and bonds and securities of the City, and shall provide oversight for the appropriate record keeping of the books which must show an account of all receipts and disbursements pertaining to all funds and other property in his or her custody.

BUDGET SUMMARY 2008-2009:

CITY OF NEVADA CITY CITY CLERK&TREASURER - DEPT 4620 2008-2009 BUDGET SUMMARY (Adopted)

<i>EXPENDITURES:</i>	<u>Actual</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Adopted</u>	<u>Change From</u>
	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>07-08 Budget</u>
Salaries	\$ 2,354	\$ 2,400	\$ 2,400	\$ 2,400	0.0%
Benefits	\$ 185	\$ 184	\$ 184	\$ 184	0.0%
Operations & Maintenance	\$ 13,040	\$ 150	\$ 150	\$ 1,010	573.3%
<i>TOTAL:</i>	<u>\$ 15,579</u>	<u>\$ 2,734</u>	<u>\$ 2,734</u>	<u>\$ 3,594</u>	<u>31.5%</u>



FIRE DEPARTMENT

The Nevada City Fire Department is a full-spectrum life safety agency protecting more than 15,000 people who live, work and visit our town on a daily basis.

The NCFD's paid and volunteer personnel protect life, property and the environment through their direct involvement in fire prevention, firefighting, emergency medical care, technical rescue, hazardous materials mitigation, disaster response, public education and community service.

A total of 28 paid and volunteer firefighters are always ready to respond from home or the City's fire station at 201 Providence Mine Rd. to anywhere within the department's 1.5 square-mile jurisdiction.

Goals:

- Bring paid staff up to par on pay issues with surrounding agencies.
- Acquire new Type III Engine
- Update Fee Schedule
- Provide ALS service

Debt:

NCFD currently owes approximately \$220,000 for our 2005 Pierce fire engine. The balance is being paid for out of our 1986 voter approved fire tax. This debt will be paid over the next 7.5 years.

Personnel:

- 1 Full-Time Fire Chief
- 2 Full Time Firefighters
 - Fire Captain
 - Fire Engineer
- 25 Volunteer Firefighters

There has been no turnover at the paid level for the last four years. At the volunteer level we are at +4 and -2 for the year for a net turnover of +2.

Compensation (base rates)

Fire Chief	Hourly	\$18.75 / hr.
Fire Captain	Hourly	\$16.93 / hr.
Fire Engineer	Hourly	\$14.53 / hr.

Accomplishments:

Purchase of 2005 Pierce Saber Pumper
Adoption of Citywide Fire Sprinkler Ordinance
Update of Fire Safety Standards
Update of Fire Access Standards

Challenges Ahead:

Prevention / Planning issues
Capital outlay
Level of service
Maintain staffing levels
-Paid and Volunteer

Maintenance

-Equipment
-Facilities

Objectives:

- Ensure fiscal responsibility while delivering the highest level of customer service possible.
- Foster and maintain an atmosphere of mutual cooperation throughout the community.
- Eliminate future fire hazards and ensure access and firefighting capabilities through planning, code enforcement, and plan checks.
- Respond quickly to and extinguish fires so as to minimize the loss of life, damage to property, and economic impact upon the community.
- Provide the best available emergency medical support system to the residents and visitors of Nevada City.
- Ensure that the City and its residents are prepared to effectively respond to major disasters by providing information and education in the areas of fire safety and emergency preparedness.
- Provide prompt and courteous response to public calls for service and fire hazard complaints.

Capital Outlay:



Radio Equipment

- Pagers, Handheld Radios, Mobile Radios

Hose

- Replace old and worn hose including Large Diameter Hose

Personnel Protective Equipment

- Turnouts, Helmets, Gloves, Boots, Wildland etc.

Station Repair and Upgrade

- Replace leaking roof
- Expand bedroom facilities to accommodate additional personnel and segregate men and women.

Vehicle Replacement

- Replace 1977 and 1982 engines with one new Wildland / Urban interface Engine
- Replace 2001 and 2002 Utility Vehicles as needed

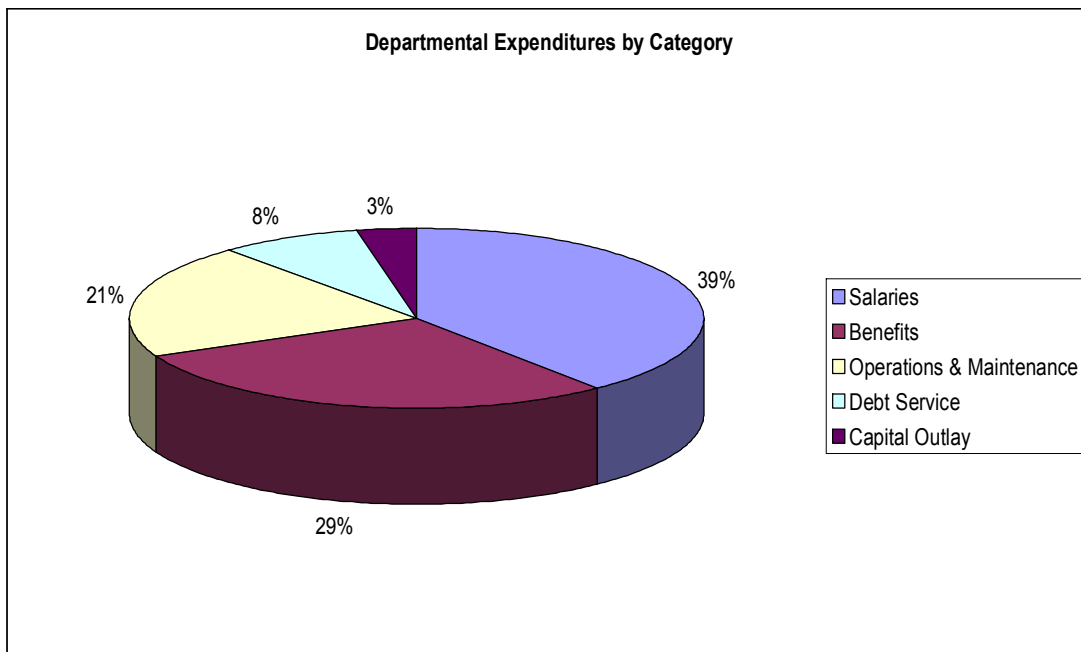


BUDGET SUMMARY 2008-2009:

CITY OF NEVADA CITY
FIRE - DEPT 4630
2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
Salaries	\$ 176,406	\$ 213,684	\$ 213,684	\$ 181,250	-15.2%
Benefits	\$ 100,181	\$ 124,257	\$ 124,257	\$ 133,772	7.7%
Operations & Maintenance	\$ 68,617	\$ 137,850	\$ 137,850	\$ 95,920	-30.4%
Debt Service	\$ 25,439	\$ -	\$ -	\$ 37,265	
Total Operational	\$ 370,644	\$ 475,791	\$ 475,791	\$ 448,207	-5.8%
Capital Outlay	\$ 31,750	\$ -	\$ -	\$ 15,000	0.0%
TOTAL:	\$ 402,394	\$ 475,791	\$ 475,791	\$ 463,207	-2.6%

Ops/Capital Outlay-Fema Grant (fund 810)	\$ 98,741			
Capital Outlay- Fire Taxes (fund 230)	\$ 9,200	\$ 15,000	\$ 15,000	
Debt Service-Fire Taxes (fund 230)	\$ 29,207	\$ 37,000	\$ 37,000	
Transfers Out-Fire Taxes (funds 230,231,232)	\$ 355,713			\$ 152,626
Total w/ transfers & grants	\$ 895,255	\$ 527,791	\$ 527,791	\$ 615,833



POLICE DEPARTMENT

Description of Department

The Nevada City Police Department is responsible for the protection of lives and property within the City of Nevada City. The Department enforces the criminal laws and ordinances of the City and the laws of the state and nation as authorized by statute. We are committed to serving the community while protecting the rights of all persons. Consistent with this commitment, the Department Motto and Mission, in concert with the Law Enforcement Code of Ethics reflect our guiding philosophy.

Motto: *Yesterday, Today & Tomorrow Protecting Our Heritage, Safety and Future*

Mission Statement: *Our mission is to work in partnership with residential and business communities of Nevada City to enhance public safety and to reduce the fear and incident of crime. Our commitment is to serve all persons with respect and dignity. Our mandate is to do so with honor.*

Services Provided/Critical Community Needs

All Department services are critical community needs.

Services provided are: Respond to routine and emergency calls for service; render first aid; keep the peace; take crime reports; apprehend offenders; locate lost persons; ABC enforcement; recovery and return of property; general patrol; traffic enforcement; undercover narcotic enforcement; crime prevention; foot beats in the downtown area; conducting criminal investigations; providing school resource services; coordinate and partnership with other law enforcement agencies and the judicial system; disaster response; warrant service and other services as necessary.

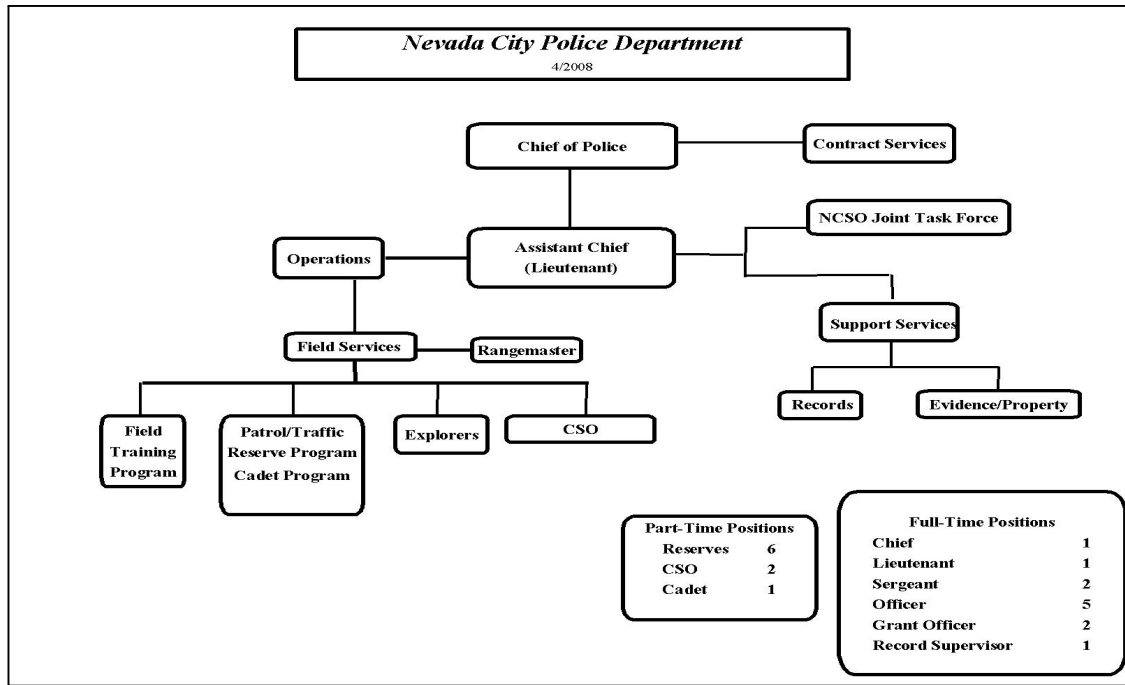
II. Departmental Staffing

Compensation

Position	Compensation		Allocation
		Benefits (Medical Only)	
Chief	\$6,298.00	\$2,365.00	1
Records	\$2,893.00	\$ 367.00	1
Lt		\$ 725.00	1
Sgt		\$2,347.00	2
Officers (Benefits is total Medical for all officers)		\$2,096.00	5
Grant Officers		N/A	2
Reserves		N/A	6
CSO		N/A	2
Cadet		N/A	1

Staffing Requests

Request to reclassify Administrative Sergeant position to Lieutenant with a pay increase of 15%. This would be approximately \$7,300 a year.



III. Major Accomplishments 07/08

1. Implemented CSO Program
2. Created Cadet Program
3. Participated in Office of Traffic Safety DUI Joint Task Force Grant
4. Completed MDC and CAD Countywide Interoperability Project
5. Completed Integration with Countywide Record System
6. Completed OTS Accident Reduction through Speed Control Grant (Electronic Signboard)

Objectives and Performance Measures 08/09

City Council Goal's: Short-Term Goal 5: Implement Improved Employee Procedures

Objective 5E: On-going employee training as necessary

Implementation Strategy:

1. Encourage outside education
2. City Manager advise Council of employee development progress
3. Encourage cross-training where practicable.

By: On-going.

Performance Measures: Lieutenant, sergeants and officers attend available training when practical. Officers attend supervisory level training when practical. Compile listing of employee development status and report to City Manager at the end of each quarter.

City Council Goal's: On-Going GOAL 2: Reduce Drug Use/Crime

Objective 2A: Consider future of Community Service Officers

Implementation Strategy:

1. Council to review CSO effectiveness two weeks before trial period concludes
2. Council makes decision about future of CSO

Performance Measures: This objective has been completed.

By: Completed

Objective 2B: Seek and support law enforcement grants whenever possible

Implementation Strategy:

1. City Manager and/or Police Chief continue to watch for grants
2. City Manager and/or Police Chief apply for available grants
3. Council kept advised of status of all grant applications

Performance Measures: Number of grants and number of grants received for fiscal year

By: On-going

Objective 2C: Ensure Police Department is able to maintain full roster of officers

Implementation Strategy:

1. Keep Council apprised of roster status
2. Council encourages recruitment of volunteers
3. Council encourages continued pursuit of applicable grants

Performance Measures: Council will be notified when Department does not have a full complement of officers. Grant funds are in the current year budget for two officer positions. A renewal will be sought for fiscal year 08/09. Council will be notified of results.

By: On-going

Objective 2D: Consider applying for grant money for undercover drug officer

Implementation Strategy:

1. Council supports and encourages grant applications to help achieve this objective.

Performance Measures: The Department participates in a countywide joint grant narcotics task force. Participation will continue.

By: On-going

Objective 2E: Maintain line of communication with NCSO and GVPD

Implementation Strategy:

1. Council encourages Police Chief to meet with other agencies on regular basis
2. Chief will report interagency activity to Council when appropriate

Performance Measures: Number of meetings Chief has with other agencies during 08/09. Council will be notified when appropriate

By: On-going

Objective 2f: Work with bar owners to minimize late-night rowdiness

Implementation Strategy:

1. Council suggests a joint meeting of all bar owners and Chief
2. Mutual concerns should be expressed and understood by all parties

3. Goals and objectives for curtailing late-night rowdiness are agreed upon by bar owners
4. Chief reports outcome of meeting to Council by Sept 30, 2007
5. Council receives update from Chief by March 31, 2008
6. Council thereafter receives regular updates from Chief as necessary

Performance Measures: Chief will track any complaints of downtown rowdiness and provide a quarterly report to Council. Chief will meet with each of the downtown bar owners at least once in the second and fourth quarters.

By: On-going

Objective 2g: Ensure that neighborhoods are not neglected in favor of business districts

Implementation Strategy:

1. It is the policy of the Council that all areas of town receive equal protection

Performance Measures: Track any complaints of non-service or delay in service. Report to City Council on a quarterly basis.

By: On-going

Objectives and Performance Measures 08/09 (Department)

Community Policing

Objective: To increase community awareness of police and reduce the fear and incident of crime among citizens.

For: Sergeants

By: Schedule bicycle patrol a minimum of once a week during summer months for Providence Mine complexes and light industrial park off New Mohawk

By: July 1, 2008

Performance Measures: Bicycle patrols will occur once a week from May through September.

Objective: To supplement CSO deployment and to provide community service experience and exposure to Police Cadet.

For: Training Coordinator:

By: Coordinate Cadet schedule with CSO schedules so that Cadet is working a minimum of 16 hours a month with a CSO. Cadet will work alongside CSO until fully trained. Once trained, Cadet will work hours other than those of CSOs when possible.

By: August 30, 2008.

Performance Measures: Cadet will work 16 hours a month with CSO. CSO will complete monthly training report. Cadet will be fully trained and able to work alone by August 31, 2008.

Objective: To protect people and property on Nevada City's open spaces and trails.

For: Patrol Sergeants

By: Develop and implement a Patrol and Emergency Response Plan for Hirschman's Pond and the 210 other acres of open space and trails.

By: June 30, 2009

Performance Measures: Working with Friends of Deer Creek, the Department of Forestry, the Nevada City Fire Department and other relevant agencies, identify and map pond and

trails noting ingress and egress routes, hazards and other pertinent information by August 5, 2008. Develop police patrol recommendations including days, times, manner (footbeat, etc.) by September 16, 2008. Develop emergency response plans that include contact information, maps, recommended police tactics, equipment and costs by November 4, 2008. Develop training program for police and other critical agencies by January 15, 2009. Implement and complete training program by April 16, 2009. Obtain feedback and refine Master Plan by May 31, 2009.

Objective: To keep staff up to date on community and other agencies' programs, problems, and issues that impact Department operations.

For: Training Coordinator

By: Ensure there is Department representation at the following regularly scheduled interagency meetings. Ensure pertinent information from meetings is disseminated up and down the chain of command and reported to the City Council as appropriate.

By: On-going

Meetings: Nevada County Mental Health
Nevada County Elder Abuse
Nevada County Sexual Abuse Response Team
Nevada County Child Abuse
Nevada County Law Enforcement & Fire Safety Council
Nevada County Probation
Nevada County Domestic Violence
Nevada County School District CAUSS
Law Enforcement Training Managers Association

Performance Measures: There is Department representation at a minimum of $\frac{3}{4}$ of the meetings. Minutes are copied and disseminated to appropriate personnel. Reports made to City Council and City manager as appropriate.

Traffic Calming

Objective: To facilitate the safe and expeditious movement of vehicular and pedestrian traffic in the City

For: Lieutenant

By: Review available traffic information such as accident reports, citations, DUI arrests and citizen complaints to determine optimum radar and officer deployment. Trailer will be deployed a minimum of 3 days per week unless prevented by inclement weather.

By: Monthly beginning August 1, 2008.

Performance Measures: Radar Trailer is deployed a minimum of 3 days per week from August 1, 2008 to June 30, 2009 except at times of inclement weather.

Drug Activity Reduction

Objective: Reduce drug activity in the City and surrounding areas.

For: Narcotics Loan Officer

By: Participating in Grant funded Nevada County Narcotics Task Force

By: On-going.

Performance Measures: Track number of arrests made by the Task Force.

IV. Looking Ahead 1,3,5 years

Staffing

The most significant issue of concern for the immediate and long-term future is maintaining adequate staffing levels. Budget restrictions and a reduced work force pool will make it difficult to recruit. The median age of our officers is about 28. Although in the past this would have meant turnover would be minimal, it no longer does. Young officers are eager for more challenging assignments with higher pay and more opportunities for advancement. Two grant-funded positions, which are critical for maintaining adequate deployment, are in danger of elimination because of federal and state budget cuts.

As more laws are passed and precedents established it is likely that there will be an increase in the amount of mandatory training for officers. This will create additional deployment constraints.

Objectives and Performance Measures 1, 3, 5 years

Objective: To keep staffing at adequate level to provide quality service to public.

For: Staff

By: Working with City Council, City Manager and the public maintain competitive salary, benefits, POST Bonus and City Education reimbursement. Increase visibility and recruitment efforts in all feasible venues including Explorer Post and Cadet positions as feeder pools.

By: On-going

Trails and Hirschman's Pond

Hirschman's Pond is another area of concern due to its distance from the rest of the city and its topography. With only one officer on duty it becomes an officer safety and a logistics issue to provide proactive patrol to that area. The other hiking trails are closer but require foot patrol making the officer unavailable for a timely emergency response.

Objectives and Performance Measures 1, 3, 5 years

Objective: To protect people and property in Nevada City's open spaces and trails.

For: Staff

By: Evaluate Open Space and Trail Patrol and Emergency Response Plan developed in FY 08/09 for effectiveness and feasibility. Revise plan when necessary.

By: On-going

Traffic

A major traffic problem is anticipated when Deer Creek II is fully developed and homes occupied. The Sacramento Street intersection, the freeway on-ramp and traffic from Broad and Coyote will require traffic studies and possibly changes to ensure a safe and expeditious movement of traffic.

If school enrollment continues to decrease some of the traffic pressures from the drop-off and pick-up traffic in the Seven Hills area should be reduced.

Objectives and Performance Measures 1, 3, 5 years

Objective: Maintain safe and efficient traffic flow

For: Staff

By: Working with County DOT, available data and other resources develop requirements for a computerized traffic mapping system by FY09/10. Identify funding and obtain system for implementation in FY 10/11.

Increases in Gasoline and Services

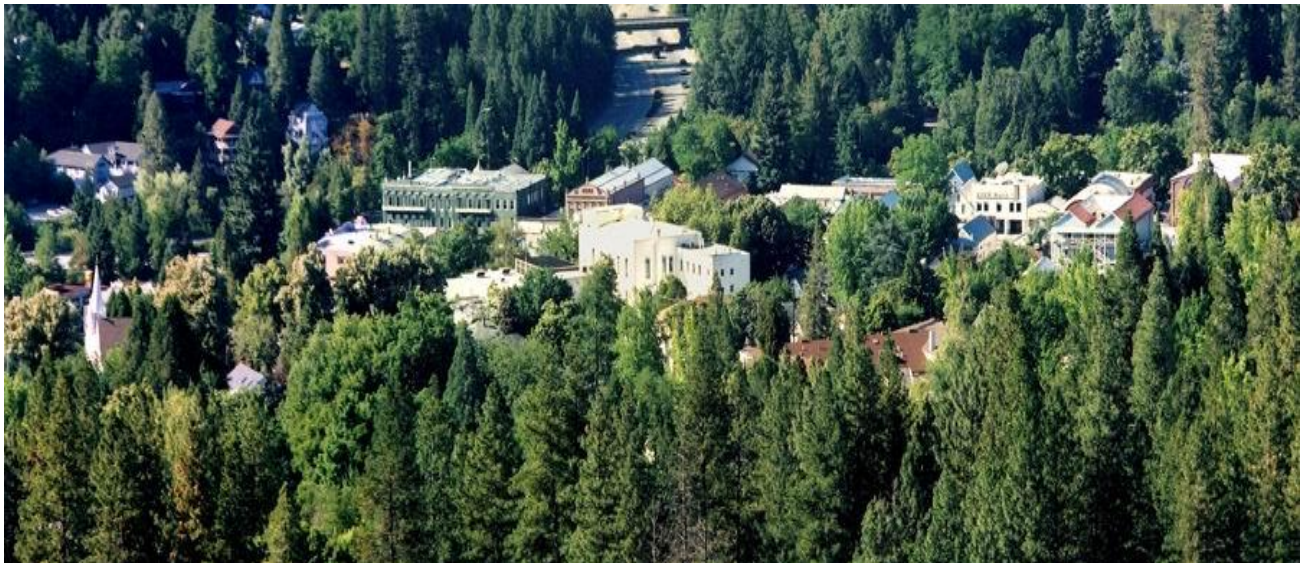
The cost of gasoline is an on-going concern. When possible officers will use their bicycles. However, it is unlikely this will have enough of an impact to ease the cost of fuel. Bicycle patrol, like foot patrol, reduces the response time to calls for services. Continued increases in contract services and reduction or elimination of booking fee reimbursement from the state will increase budget requirements.

Objectives and Performance Measures 1, 3, 5 years

Objective: Decrease costs associated with gasoline and outside services.

For: Staff

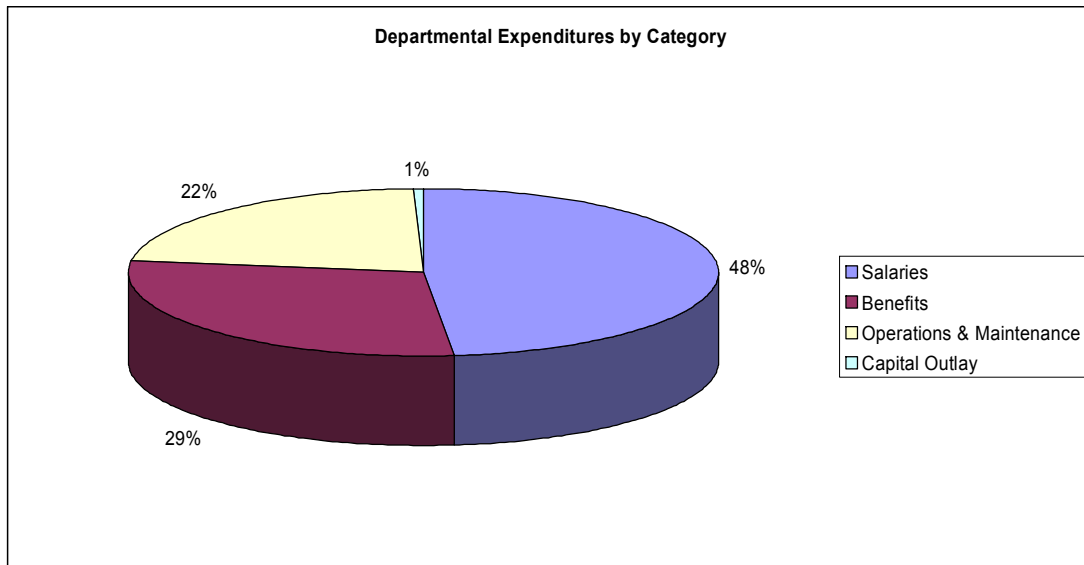
By: Identify methods of decreasing gasoline use i.e. alternate fuel vehicles. Evaluate effectiveness of increased bike patrols implemented in FY 08/09. Negotiate lowest price for outside services.



Budget Summary 2008-2009

CITY OF NEVADA CITY POLICE - DEPT 4640 2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adoptd 2008-2009	Change From 07-08 Budget
Salaries	\$ 699,520	\$ 824,061	\$ 824,061	\$ 724,180	-12.1%
Benefits	\$ 440,246	\$ 493,266	\$ 493,266	\$ 431,850	-12.5%
Operations & Maintenance	\$ 229,197	\$ 285,500	\$ 285,500	\$ 332,750	16.5%
Total Operational	\$ 1,368,963	\$ 1,602,827	\$ 1,602,827	\$ 1,488,780	-7.1%
Capital Outlay	\$ 8,640	\$ -	\$ -	\$ 10,000	
TOTAL:	\$ 1,377,603	\$ 1,602,827	\$ 1,602,827	\$ 1,498,780	-6.5%
<i>Ops/Capital Outlay - SLESF (fund 129)</i>	\$ 14,717				
<i>Ops-Forfeiture Fund (fund 121)</i>	\$ 809				
<i>Ops-Tech Upgrade (fund 143)</i>	\$ 365				
<i>Ops-Booking Fees (fund 147)</i>	\$ 13,176				
<i>Capital Outlay-OTS Grant (fund 825)</i>	\$ 34,757				
<i>Transfers Out-SLESF (fund 129)</i>	\$ 244,283				
<i>Capital Outlay-Prop 172 (fund 127)</i>		\$ 60,000	\$ 60,000	\$ 37,500	
<i>Capital Outlay-CLEEP High Tech Grant (fund 144)</i>		\$ 32,000	\$ 32,000		
<i>Transfers Out-SLESF & OCJP (funds 129,805)</i>				\$ 175,000	
Total w/ transfers & grants	\$ 1,685,709	\$ 1,694,827	\$ 1,694,827	\$ 1,711,280	



PUBLIC WORKS DEPARTMENT

A. Description of Department

The Public Works Department is located in the Corporation Yard at 255 Boulder Street. All necessary equipment, material and vehicles to maintain the city are stored at this four-acre site.

The staff consists of the Director, a Supervisor and five Maintenance Workers (I and II). Summer season temporary workers are added to staff as necessary.

All staff are cross-trained in all areas of street maintenance and sewer/water infrastructure repair.

B. Services Provided/Critical Community Needs

1. Support for all other City departments.
2. Maintenance and repair of the water distribution system and sewer collection system.
3. Maintenance of the City streets including patching, drainage, signage, painting, parking meters and gas lights.
4. Maintenance of all City-owned buildings and property including all City parks.
5. Supervision of capital improvement projects.
6. The staff is on call 24/7

C. Current Assets/Debts

<u>Asset #</u>	<u>Description</u>	<u>Date Acquired</u>	<u>New Book Value</u>
3056	Streetlights	2006	\$ 16,645
10014	Commercial St. Parking Lot (land)	1998	433,592
3036	Railroad Museum (land)	2001	149,300
5030	Hirschman's Pond (land)	2004	320,745
3050	Property next to Hirschman's	2004	275,145
3040	Foley Library	1907	-
11062	Firehouse #1	1930	-
11064	Firehouse #2	1930	-
3048	Original City Hall	1937	-
3042	South Yuba Canal Building	1971	6,625
3044	Ott's Assay	1971	6,625
3046	Carriage House (Pioneer Park)	1974	742
5014	Pool Building	1986	14,562
5018	Restrooms (3) Pioneer Park	1990	17,562
3004	Boulder St. Corporation Yard	1999	137,541
3006	City Hall Remodel	2000	1,603,803

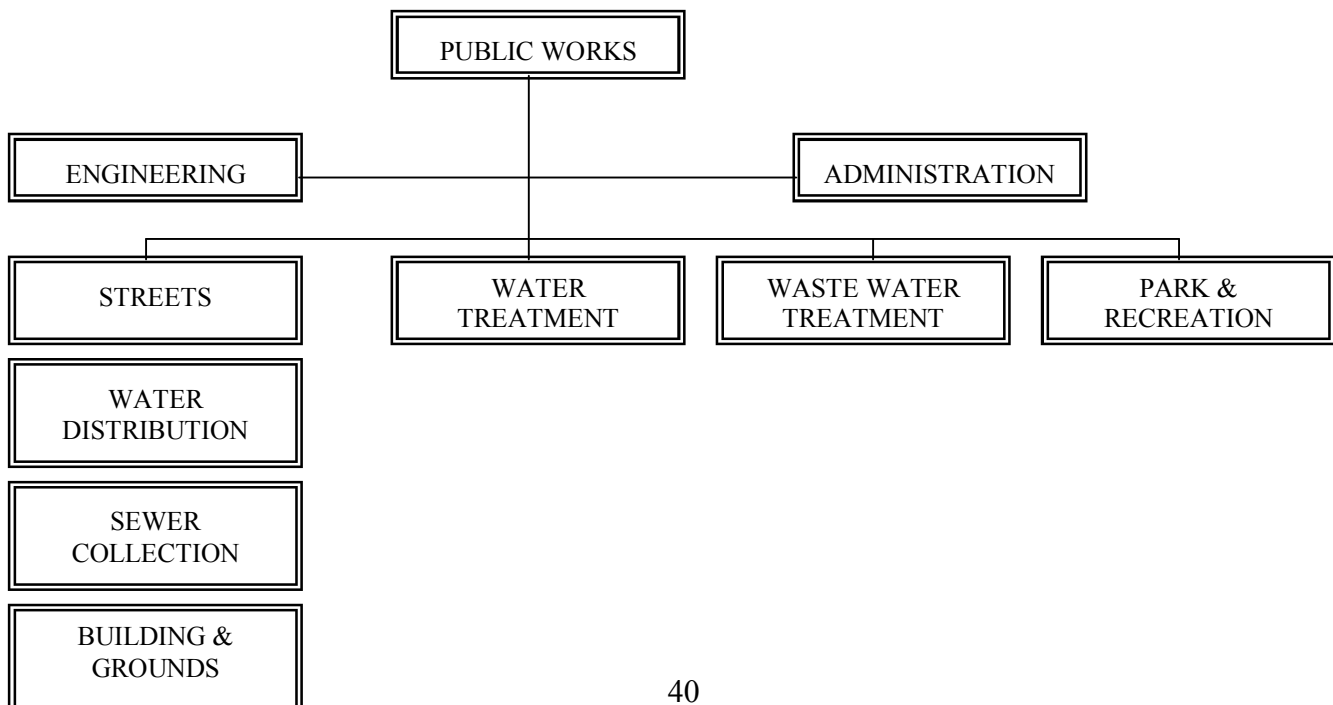
<u>Asset #</u>	<u>Description</u>	<u>Date Acquired</u>	<u>New Book Value</u>
3024	Railroad Museum	2001	\$ 690,909
10030	Old Corporation Yard	1967	-
5016	Band Shell (Pioneer Park)	1991	35,333
10028	Miners Trail	1995	9,767
10024	Pioneer Park Horseshoe Pits	1996	2,484
10012	Pine Street Bridge	1998	2,134,098
10016	Commercial Street Parking Lot	1998	355,702
5012	Calanan Park (fence, fountain, walks)	1998	5,695
	Vehicle & Equipment (Street sweeper, backhoe, 7 trucks)	1996-2006	28,866

Miscellaneous street infrastructure improvements
applied to Department of Public Works
(basketball courts, Prospect Hill stairway,
drainage projects, paving, etc.)

<u>Debt</u>	<u>Balance 03/08</u>
Loans:	
Dump Truck – Citizen's Bank	\$32,145
Leases/Purchase:	
American Equipment Rental compressor	\$ 1,149
American Equipment Rental rollers	\$ 4,149

I. DEPARTMENTAL STAFFING

A. Organizational Chart



B. Staffing Requests for 08/09 (if applicable)

1. Replacing (one) retiring Maintenance Worker II, approximate date 12/1/08
2. Reclassification of Director of Public Works
3. Reclassification of (one) Maintenance Worker II to Building Technician

III. MAJOR ACCOMPLISHMENTS 07/08

- Measure "S" paving of a portion of 12 streets and patching of 20 plus streets. Total spent \$455,622.
- Obtained grant funding of storm drain project on Searls (Prop 1B funds \$400,000).
- Obtained grant funding from NCTC for two pick-up trucks and two electric vehicles (\$92,000).
- Water distribution gate valve replacement project. Replaced seven valves, added one new valve.
- Replaced and updated pool filters and built water tank storage building at Pioneer Park pool.
- Added sidewalks on West Broad Street and Lindley Avenue.
- Replaced 100 water meters with new electronic read meters.
- Re-pave and remarking of Ridge Road/Zion Street intersection.
- Completed first mid-season street safety painting.
- Completed work (infrastructure) on 115 Cement Hill Road, 100 Union Street and Robinson Plaza.

A. Objectives and Performance Measures 08/09

1. Continued street re-paving under Measure "S".
 - a. Identification of 08/09 streets to be paved prior to January 2009.
 - b. Preparation of bid documents and bidding process completed by February 2009.
 - c. Infrastructure repairs on sewer, water and drainage completed by June 2009.
 - d. Paving to start mid-June 2009.
2. Continued water meter replacement project (number of meters based on funding)

3. Replacement of sewer mainlines
 - a. South Pine Street (South) by June 2009.
 - b. Spot repair of problem areas.

IV. LOOKING AHEAD -- 1, 3, 5 YEARS

A. Challenges Ahead

1. Funding for roof replacement of Seaman's Lodge and the caretaker's cottage. This project needs to be done in the next one to three years. Projected cost: \$60-80K
2. Upgrade/remodel water treatment plant first year (09/10) engineering and plans.
Estimate cost: \$100K
Second-third year (11/12) construction
Estimate cost: \$1 to \$2 million
3. Rehabilitate Old Mill Building at City Corporation Yard (1880 Marsh Sawmill)
First year engineering costs: \$10-\$15K
Second year constructions costs: \$100-\$150K
4. Replacement of major equipment and purchase of new equipment
 - a. Sweeper replacement cost: \$160,000 (possible grant participation of 50%)
 - b. Backhoe replacement cost: \$65,000 (sale of 1998 backhoe +\$20K)
 - c. Addition of patch-paving truck: \$60,000
 - d. Addition of Vactron Trailer for sewer-water repair work: \$45,000

B. Unmet Needs

1. Updated sewer and water maps. Staff time needed to accurately locate all utilities in easements.

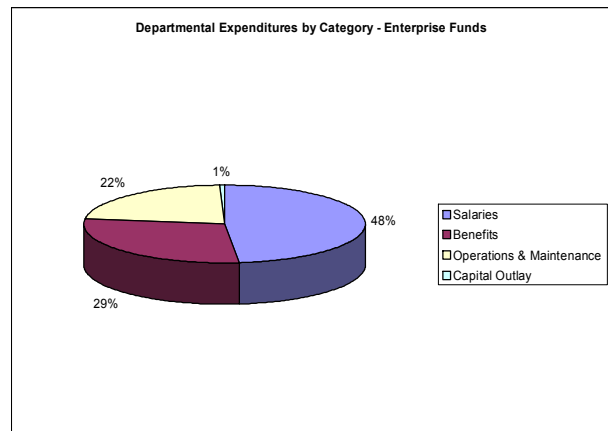
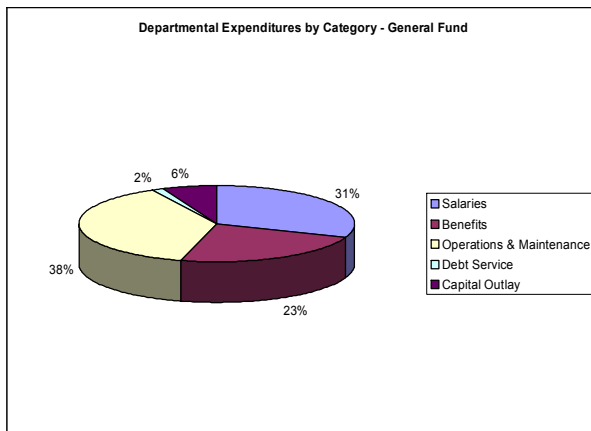
C. Objectives and Performance Measures

1. Continuation of electronic read water meter replacement program, 100 meters installed in 2007, 1,100 meters to be replaced. Estimated cost: \$150,000 to \$200,000.
2. Rate study for water rates. This needs to be completed in conjunction with new meters. Estimated cost: \$40,000.

SUMMARY BUDGET 2008-2009

CITY OF NEVADA CITY PUBLIC WORKS - DEPT 4650, 4660, 6001, 6507 2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES: (General Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
<u>Buildings & Grounds - 4650</u>					
Salaries	\$ 2,147	\$ 69,844	\$ 69,844	\$ 61,840	-11.5%
Benefits	\$ 11,954	\$ 38,721	\$ 38,721	\$ 39,730	2.6%
Operations & Maintenance	\$ 78,668	\$ 72,800	\$ 72,800	\$ 77,900	7.0%
TOTAL:	\$ 92,769	\$ 181,365	\$ 181,365	\$ 179,470	-1.0%
<hr/>					
(General Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
<u>Streets - 4660</u>					
Salaries	\$ 242,381	\$ 72,313	\$ 72,313	\$ 157,735	118.1%
Benefits	\$ 150,586	\$ 82,084	\$ 82,084	\$ 123,975	51.0%
Operations & Maintenance	\$ 273,333	\$ 210,350	\$ 210,350	\$ 192,060	-8.7%
Debt Service	\$ 22,526	\$ 30,000	\$ 30,000	\$ 10,935	-63.6%
TOTAL:	\$ 688,825	\$ 394,747	\$ 394,747	\$ 484,705	22.8%
Capital Outlay	\$ 353,503	\$ 85,000	\$ 85,000	\$ 45,000	-47.1%
TOTAL:	\$ 1,042,328	\$ 479,747	\$ 479,747	\$ 529,705	10.4%
<hr/>					
(Special Funds)					
Ops-RSTP/STIP S&R (fund 212)	\$ 28,837				
Ops/Capital Outlay-Local Ped&Bike (fund 213)	\$ 38,613				
Capital Outlay-Rural Planning (fund 215)	\$ 15,023				
Transfers Out-AB1600 Roads & Drainage (fund 137&138)	\$ 47,393				
Capital Outlay-RSTP/STIP S&R (fund 212)				\$ 75,700	
Capital Outlay-CMAC Grant (fund 247)				\$ 101,000	
Capital Outlay-Rural Planning (215)				\$ 45,000	
Ops-Gas Tax (Fund 210)				\$ 10,000	
Ops/Capital Outlay-Prop IB (fund 244)				\$ 400,000	
Ops/Capital Outlay-AB1600 (fund 137&138)				\$ 82,000	
TOTAL SPECIAL FUND EXPENDITURES	\$ 129,866	\$ -	\$ -	\$ 713,700	
Total w/ special revenues & transfers	\$ 1,172,194	\$ 479,747	\$ 479,747	\$ 1,243,405	
<hr/>					
(Enterprise - WTP Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
<u>Water Distribution - 6001</u>					
Operations & Maintenance	\$ -	\$ -	\$ -	\$ 26,000	100.0%
TOTAL:	\$ -	\$ -	\$ -	\$ 26,000	100.0%
Capital Outlay	\$ -	\$ -	\$ -	\$ 125,000	100.0%
TOTAL:	\$ -	\$ -	\$ -	\$ 151,000	100.0%
<hr/>					
(Enterprise - WWTP Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
<u>Sewer Collection - 6507</u>					
Operations & Maintenance	\$ -	\$ -	\$ -	\$ 28,000	100.0%
TOTAL:	\$ -	\$ -	\$ -	\$ 28,000	100.0%
Capital Outlay	\$ -	\$ -	\$ -	\$ 90,000	100.0%
TOTAL:	\$ -	\$ -	\$ -	\$ 118,000	100.0%



SPECIAL REVENUE

EXPENDITURES: *Special Fund*

Operations & Maintenance

TOTAL:

Capital Outlay

TOTAL:



PARKS & RECREATION DEPARTMENT

Description of Department

The Nevada City Parks & Recreation Mission is to provide a system of parks, trails, recreational facilities, programs and services that will enrich the lives of our citizens.

In addition to this Mission Statement the Recreation Committee adopted the following goals:

1. As a result of our unique position in the heart of the Motherlode we intend to meet the needs of our citizens, while preserving the natural beauty and history of our city.
2. Create community through people, parks, programs and partnerships.
3. As programs, facilities and services are created Nevada City Parks & Recreation will make every effort to meet the needs of our diverse community.

Programs, services and facilities provided by the Department include the following:

Parks

Calanan Park	.25 acres	
Pioneer Park	9.09 acres	Seaman's Lodge, 2 baseball fields, 3 basketball courts, swimming pool, sand volleyball court, carriage house, playground, Bandshell, soccer field, 2 tennis courts, horseshoe pits, 7 picnic areas, petanque court, bathrooms, storage sheds, house (for Park Reservationist)

Open Space

Penzance Park	.5 acres	Corner property across from Chevron
Hirschman's Pond	40 acres	
Indian Trails	49 acres	
Old Airport	120 acres	
Deer Creek Environs	40 acres	
Nevada Mine	1.75 acres	Under Pine St. bridge

Programs

Swimming Pool	Open May-Sept	Lessons, Jr. Lifeguard, Pre-Swim, Exercise classes, Lap Swim, water safety classes, staff training classes, Dive-in Movies, Open Swim, bday parties, rentals, scuba, water polo
Summer Day Camp	Ages 4-10	6 weeks, different themes and activities each week at Pioneer Park
Chess Camp	For school age children	1 week during the summer at the Veteran's Building
Youth Center	Ages 10-13	Located at NC Veteran's Building 3 days/week after school, 6 weeks of summer programs
Classes	All ages; classes take place at Veteran's Building	Qigong, Tai Chi, Fencing, Intuitive Way of the Tarot
Cardio Tennis	10 and up	Takes place at Pioneer Park tennis courts, May – Nov (weather permitting)

Facilities

Nevada City Veteran's Building	Owned by the County, managed by City Parks & Recreation Department	Used for rentals, classes and programs. Reservations and scheduling for this facility is managed by the Parks & Recreation Director.
Park Facilities that are rented	Seaman's Lodge, Bandshell, Picnic Area (The field and other areas are rented as necessary for large functions.	Reservations and scheduling for park facilities are managed by the part-time Park Reservationist.

Critical Community Needs

Nevada City Parks & Recreation provides spaces to create and imagine spaces to be safe and secure, spaces to learn and play. The playground is a space where children can expand their imaginations in play. The swimming pool is a safe environment where children and adults can learn to swim, so they can enjoy the natural resources in our county. Our summer programs give children and youth opportunities to learn new skills in an environment that is nourished by caring adults.

Parks that are well planned and recreation programs increase community health and stability, foster human development, increase cultural unity, strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and

wellness, protect environmental resources. Proper park planning and healthy programs will help to keep Nevada City livable for generations to come.

Current Assets

Calanan Park property and amenities (fence, historical artifacts)
 Pioneer Park property and amenities (restrooms, playground equipment)
 Hirschman's Pond property and fence
 Indian Trails Open Space
 Old Airport Open Space
 Riding Lawnmower
 Pool Equipment: filters, heater, and pump



Compensation

Position	Compensation	Benefits
Parks & Recreation Director	\$2,560 per month	Medical, dental, vision
FT Public Works Employee		Medical, dental, vision
PT Parks & Facility Maint.	\$12/hr.	None
PT Park Reservationist	\$340/month + housing and utilities	None

MAJOR ACCOMPLISHMENTS 07/08

- Through a partnership with Camp Fire USA, the City received a \$10,000 grant to open a Youth Center. Although this partnership will not be continuing, I plan to continue summer Youth Programs.
- The PT Parks & Facility Maintenance position was created. In the past the custodial duties at the Veteran's Building and the swimming pool were done by swimming pool employees who were able to work throughout the school year. With the new position, there is consistency in the work being done at the Veteran's Building and I do not have to train a new employee to clean the building at the start of the summer.
- Summer Day Camps were offered for the first time during the summer of 2007. These camps were very successful with 20 children enrolled each week. We will continue this program for the 2008 season.
- Through cooperative efforts with the Nevada County Land Trust, the City was able to apply for a Recreational Trail Program Grant. The City is waiting to hear if we have been chosen as a recipient of the funds. We should hear something by the end of May 2008.
- The Veteran's Building is being used on a more regular basis by recreation programs and private renters. Between Fiscal Year 06 and Fiscal Year 07, the income was increased by almost \$1,700. The City should be maintaining that increase during the current year. Through grant funds the County was able to refurbish the kitchen at the Veteran's Building making it a more desirable rental location. In March, Seaman's Lodge had to be closed for 2 weeks due to a sewage back up. Because the Veteran's Building is available to us, we were able to relocate the classes and rentals; therefore no rental income was lost.

- In November, the Parks & Recreation Committee held a Public Workshop for citizens to give their input into what they felt the City should be offering in terms of Parks & Recreation programs and facilities. 25 people attended the meeting and the information used will help us to create a Master Plan for Parks & Recreation.
- New filters have been installed at the swimming pool, allowing for a more sanitary process for filtering the pool as well as opening up Friday mornings for more swim programs.

Objectives & Performance Measures 08/09

1. Optimize Use of Pioneer Park
 - a. Increase Day Camp by 2 weeks during the summer of 09
 - b. Increase Park Rentals by 20%
 - c. Communicate with Gold Country Soccer to create scheduled use of the park
 - d. Build a new Picnic Area where the Volleyball Court current is
2. Improve facilities at Pioneer Park
 - a. Fertilize and aerate the field on a regular schedule.
 - b. Repair and upgrade the fountain so that it functions properly and is safe.
 - c. Complete the work that needs to be done around the new foot bridge.
3. Meet financial goals at the Veteran's Building by creating enough income to meet the County overhead expenses.

LOOKING AHEAD

Increased programs and use of our facilities as stated in the Departments Objectives will cause an increase in staff hours. At some point there will be a need to hire an additional employee to cover weekend rentals and regular maintenance of these facilities. Although we have a FT Public Works Employee's salary charged to the Park Budget, that person also works in other areas with the Public Works Department.

A vehicle that is designated to the Parks & Recreation Department will become a necessity. Often times, personal vehicles are used to transport chemicals and supplies to the pool and other facilities from the City Corp Yard. Currently when the PT Park Maintenance Employee needs a truck, he has to coordinate with a Public Works employee. There are also times when program supplies need to be transported from one location to another. Personal vehicles are typically used for this purpose.

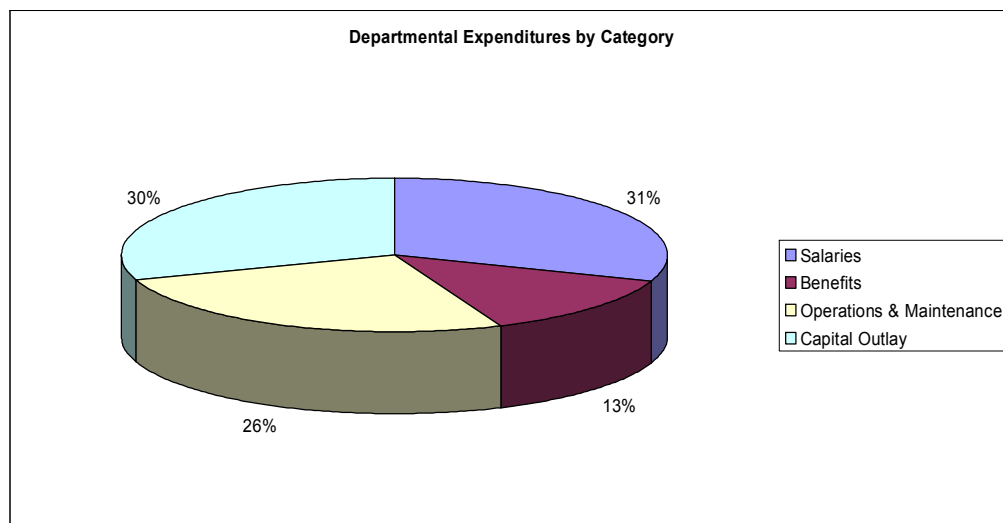
With the construction of trails and the increase use of our parks, the City may need to consider hiring a Park Ranger to patrol our parks and open space. The City could also consider contracting with Grass Valley.



BUDGET SUMMARY 2008-2009

CITY OF NEVADA CITY PARKS & RECREATION - DEPT 4670,4675,4676 2008-2009 BUDGET SUMMARY (Adopted)

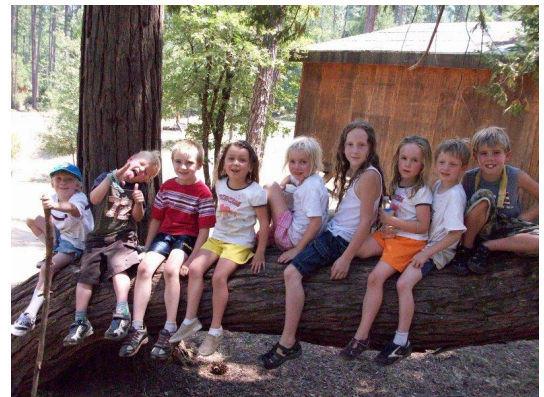
EXPENDITURES:	(General Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
	<u>Parks & Recreation - 4670</u>					
	Salaries	\$ 58,182	\$ 58,708	\$ 58,708	\$ 48,295	-17.7%
	Benefits	\$ 36,199	\$ 59,530	\$ 59,530	\$ 35,440	-40.5%
	Operations & Maintenance	\$ 46,245	\$ 52,450	\$ 52,450	\$ 50,600	-3.5%
	TOTAL:	\$ 140,626	\$ 170,688	\$ 170,688	\$ 134,335	-21.3%
	Capital Outlay	\$ 17,075	\$ 115,000	\$ 440,000	\$ 130,000	13.0%
	TOTAL:	\$ 157,701	\$ 285,688	\$ 610,688	\$ 264,335	-7.5%
<hr/>						
	(General Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
	<u>Pool - 4675</u>					
	Salaries	\$ 56,756	\$ 77,939	\$ 77,939	\$ 72,840	-6.5%
	Benefits	\$ 9,114	\$ 8,256	\$ 8,256	\$ 20,601	149.5%
	Operations & Maintenance	\$ 58,017	\$ 36,575	\$ 36,575	\$ 68,225	86.5%
	TOTAL:	\$ 123,887	\$ 122,770	\$ 122,770	\$ 161,666	31.7%
	Capital Outlay	\$ 34,983	\$ 67,000	\$ 67,000	\$ 20,000	-70.1%
	TOTAL:	\$ 158,870	\$ 189,770	\$ 189,770	\$ 181,666	-4.3%
	(Special Funds)					
	Transfers Out-NC Recreation	\$ 15,364				
	Total w/ special revenues & transfers	\$ 174,234	\$ 189,770	\$ 189,770	\$ 181,666	
<hr/>						
	(General Fund)	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
	<u>Summer Camp Program - 4676</u>					
	Salaries	\$ 1,980	\$ 24,500	\$ 24,500	\$ 30,190	23.2%
	Benefits	\$ 151	\$ 1,874	\$ 1,874	\$ 7,695	310.6%
	Operations & Maintenance	\$ 1,573	\$ 15,600	\$ 15,600	\$ 10,200	-34.6%
	TOTAL:	\$ 3,705	\$ 41,974	\$ 41,974	\$ 48,085	14.6%



ENTERPRISE REVENUE

CITY OF NEVADA CITY
VETERANS BLDG - DEPT 6950
2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:	<i>Enterprise Fund</i>	Actual	Budget	Revised Budget	Adopted	Change From
	<u>Vet's Bldg - 6950</u>	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>07-08 Budget</u>
Salaries		\$ 13,112	\$ 13,690	\$ 13,690	\$ 17,646	28.9%
Benefits		\$ 3,023	\$ 3,341	\$ 3,341	\$ 6,755	102.2%
Operations & Maintenance		\$ 3,206	\$ 4,630	\$ 4,630	\$ 12,200	163.5%
TOTAL:		<u>\$ 19,342</u>	<u>\$ 21,661</u>	<u>\$ 21,661</u>	<u>\$ 36,601</u>	<u>69.0%</u>



WATER TREATMENT PLANT

Goals:

Drinking Water - Meet the City's demand for potable water.

Upgrade the Treatment Plant - Continue the water treatment plant upgrade study. The study has been placed on hold for fiscal reasons.

Upgrade Office Equipment - A new computer and online services. A used computer with a dated operating system is currently in use at the plant.

Improvements - Backwash/sludge pond enlargement needed for expanded capacity required for the recycle of plant decant water.

Storage Tanks - Storage tank maintenance, including interior and exterior cleaning and resurfacing.

Water rate Study (joint departmental efforts).

Capital Replacement Program - Establish a reserve fund for the replacement of aging equipment and develop a capital replacement program for the entire treatment and distribution system.

Services Provided/Critical Community Needs: It is the responsibility of the plant operations to meet the demand for potable water. State and Federal Standards, regulations and guidelines are the utmost importance in achieving this. It is a very critical community service provided by the City of Nevada City.

Current Assets/Debt: The water plant could be considered somewhat complex requiring a wide variety of equipment and related support items:

1. 1985 GMC ½ ton 4X4 pickup truck
2. 1999 Ford 460/7.5 Liter backup electric power generator
3. 5 High capacity pumps/1 vacuum pump
4. Lab Equipment, ph meters, turbid meters, etc.
5. Lawn mower, weed eater, ladders, tools, etc

Departmental Staffing: – Organizational Chart

1. WTP Chief Operator
2. WWTP Chief Operator

3. WTP/WWTP Operator
4. WTP/WWTP Operator
5. WTP/WWTP Operator

Staffing Requests for 2008/09 – To have a Water Treatment State Certified Operator assigned to work with the Chief Operator at the plant for a minimum of 4 hours each Monday – Thursday. This individual would assist in the overall plant operations, as well as perform miscellaneous jobs, tasks, duties, related to maintaining the WTP facilities.

Major Accomplishments:

1. Scotch Broom and brush removal at the reservoir and dam face (annual).

Future Endeavors: As I look ahead, important issues need to be addressed and seriously considered for the future of the Water Treatment Plant:

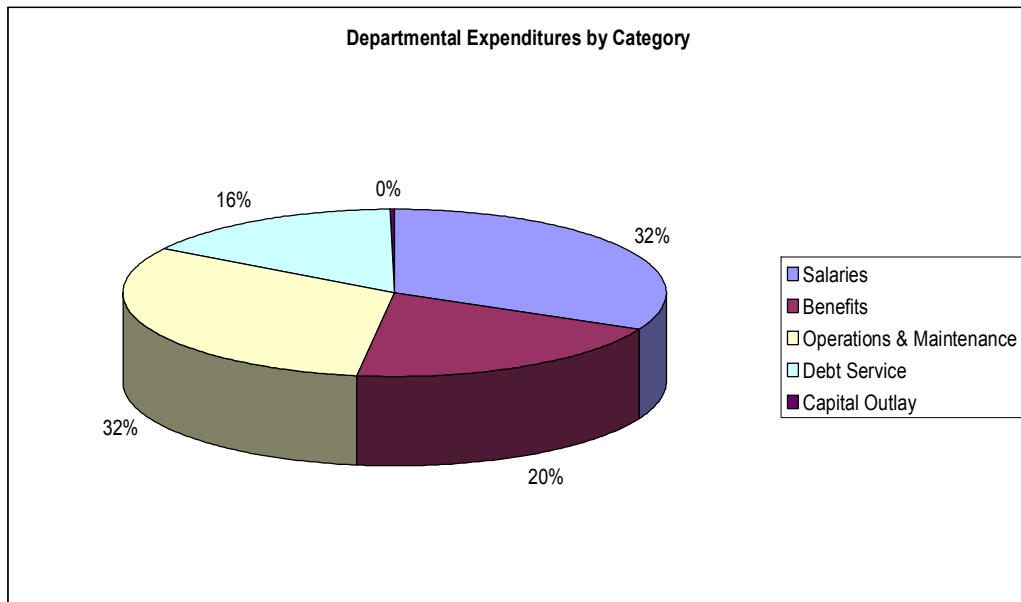
1. A Water Treatment Plant upgrade study has been put on hold due to budget constraints, but is the most important issue for the future of this plant. Meeting the water demand for the City is becoming more challenging each summer season. Performing this study will give the City a clear picture of what is needed to not only meet this need, but also maintain all regulatory compliance for drinking water.
2. The maintenance of the three distribution tanks in the City requires cleaning and resurfacing the interior and exterior of the tanks. This task has been recommended by the last two crews that the City hired to inspect the tanks. These tanks were part of the water system upgrade that took place in 1979, along with the Water Treatment Plant. The California Dept of Public Health is also recommending that this maintenance and cleaning be implemented.

The Nevada City Water Treatment Plant is approaching 30 years of operation. With each passing year, it requires more and more to operate and maintain. Since I became an employee as Chief Operator nearly 19 years ago, many changes have taken place. Most all of these changes were out of necessity. Each and every time we replaced or fixed a piece of equipment, it was done so as to keep the plant operations on-line 24/7. Although improvements have been made for much of the facility; the bulk of the plant operations are all original. There will come a time when all or most of the Nevada City Water Treatment Plant will need to be replaced.

BUDGET SUMMARY 2008-2009

CITY OF NEVADA CITY WTP - DEPT 6000 2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:	Enterprise Fund	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
	<u>Water - 6000</u>					
	Salaries	\$ 158,191	\$ 148,947	\$ 148,947	\$ 202,450	35.9%
	Benefits	\$ 78,046	\$ 63,633	\$ 63,633	\$ 124,385	95.5%
	Operations & Maintenance	\$ 355,806	\$ 187,400	\$ 187,400	\$ 198,225	5.8%
	Debt Service	\$ 33,630	\$ 99,686	\$ 99,686	\$ 99,735	0.0%
	TOTAL:	\$ 625,673	\$ 499,666	\$ 499,666	\$ 624,795	25.0%
	Capital Outlay	\$ -	\$ 237,000	\$ 237,000	\$ 2,000	-99.2%
	TOTAL:	\$ 625,673	\$ 736,666	\$ 736,666	\$ 626,795	-14.9%
	Capital Project-WTP Upgrade (fund 625)				\$ 5,000	
	Total w/ special revenues & transfers	\$ 625,673	\$ 736,666	\$ 736,666	\$ 631,795	



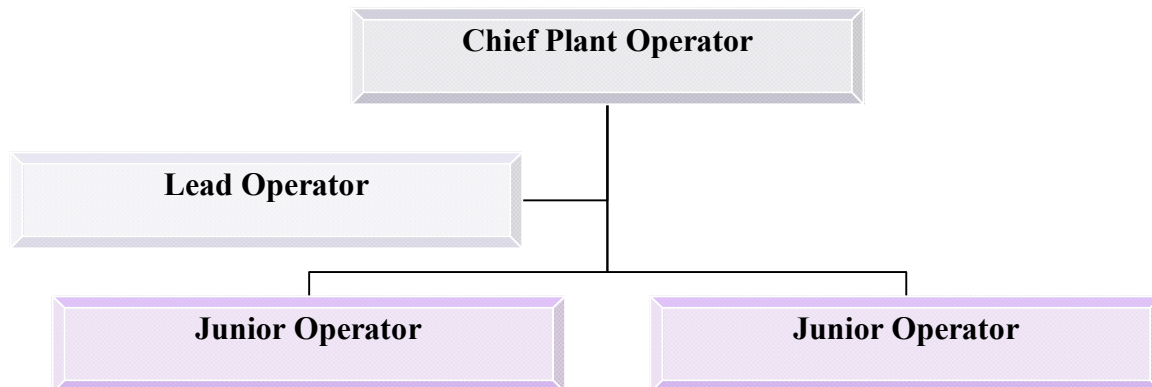
WASTEWATER TREATMENT PLANT

Mission

The primary mission of the Wastewater Treatment Department is the safe and ecologically friendly processing and disposal of wastewater generated by the City of Nevada City. All phases of Wastewater Treatment are closely monitored and regulated by the State, and it is the responsibility of this department to know all the regulations, and requirements, and to meet or exceed all standards set by the industry. Secondly the Wastewater Treatment Department maintains a staff that is also licensed to operate Water Treatment Plants, and this personnel help to staff, operate, and maintain the Nevada City Water Treatment Plant

Departmental Staffing:

Organizational Chart:



Current Staffing & Compensation

Position	Classification	Compensation	Benefits
Chief Plant Operator	Regular-FT	5833/mo	Medical, dental, vision
Lead Operator	Regular-FT	4362/mo	Medical, dental, vision
Junior Operator	Regular-FT	2950/mo	Medical, dental, vision

For the upcoming fiscal year the Wastewater Department is seeking to fill the position of Lead Operator with a State Certified Grade II Wastewater/Grade II Water Treatment Operator. This will eliminate the need for contracted. It is difficult to find qualified operators, and they are much in demand, so this search may take some time.

Current Assets (Book Value) and Debt

Assets

WWTP Building, Improvements, and Distribution Sewer Lines \$7.8 million

WWTP Machinery and Equipment (vehicles, equipment) \$454,000

WWTP Sludge Press \$1.9 million

Debt

USDA 1982 Series A Sewer Bonds Balance as of 3/31/08 - \$91,000

USDA 1982 Series B Sewer Bonds Balances as of 3/31/08 - \$248,000

USDA Sewer Fund Promissory Note 1993 FHL Balance as of 3/31/08 - \$620,000

USDA Wastewater COP's Series 2005 Balance as of 3/31/08 - \$2,149,000

USDA Wastewater COP's Series 2007 Balance as of 3/31/08 - \$996,315

MAJOR ACCOMPLISHMENTS 07/08

- Brought all new upgrades to plant online without a single interruption, or effluent violation
- Implemented a Computerized Maintenance Management system that tracks and schedules all required preventative maintenance on machinery, and analyzers.
- Made major strides in updating many of the State, Federal, and County programs which regulate wastewater industry
- Made many site specific changes including retaining walls, weed and brush abatement, seeding and planting of hillsides for the purpose of site stabilization.
- Setup a new office, and laboratory for onsite testing and monitoring
- Equipped ourselves to handle almost all required calibrations of onsite monitoring equipment
- Cleaned up and properly disposed of many years accumulation of various chemicals, paints, oils, used oils, and other hazardous material no longer of benefit to the plant
- Designed and installed new chlorination, dechlorination system for the plant
- Setup and installed remote monitoring capabilities, so that senior operators can monitor many of the functions of the plant from home computers. (very useful for quick determination of problems, and steps to take to minimize possibilities of violations)
- Added aeration system to RAS pits which solved a stagnation, and odor generating problem due to poor engineering
- Solved many (and continue to solve many) of the problems inherent in the process of upgrading an old plant and bringing new systems on line.

OBJECTIVES FOR 08/09

- Installation of chlorination system on clarifiers to eliminate excessive moss growth
- Rate study applicable to current conditions and realistic expenses incurred by Wastewater facilities now and into the future (we will have a new permit which will require more testing and monitoring, and tougher effluent standards to meet)
- Improve our sampling and monitoring system to eliminate problems we are experiencing due to design deficiencies
- Modify Plant water system to provide sufficient volume and pressure to spray systems on new clarifiers
- Upgrade and repair of obsolete electrical controls (many of them 30 years old)
- Installation of backup pumps on chlorination/dechlorination system to keep plant from violating permit in the event of loss of plant water
- Energy savings modifications, such as blowers set on Oxygen demand rather than full time operation
- Electrical cogeneration from plant effluent
- Make modifications to SAS basins for improved flow, and foam control
- Establish a Capital Replacement Fund

LONG TERM OBJECTIVES (3YEARS)

- UV disinfection study and design
- Bulk Lime feed system for influent pH control
- Upgrade of obsolete electrical panels and controls
- Integration of SCADA system to include Water Plant, and Water Distribution tanks, and more of the processes at Wastewater Plant
- ELAP certification of our lab to allow us to perform in-house the increased amount of testing which will be required in our new permit

LONG TERM OBJECTIVES (5 YEARS OR LONGER)

- Installation of UV disinfection system
- Improved Solids dewatering system
- Improved Grit removal systems
- More efficient dewatering of solids
- Recycled use of plant effluent

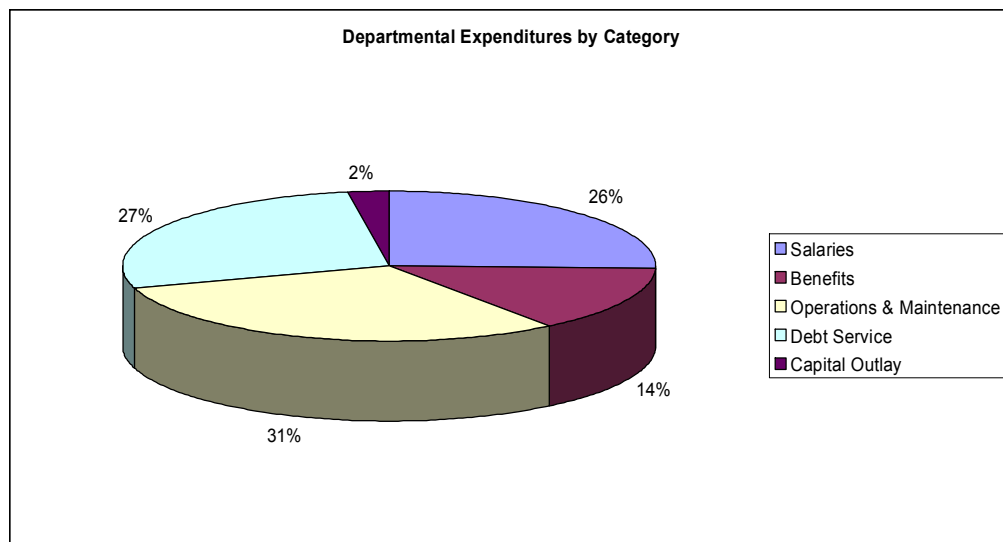
BUDGET SUMMARY 2008-2009

CITY OF NEVADA CITY
WWTP - DEPT 6500, 6505, 6506
2008-2009 BUDGET SUMMARY (Adopted)

EXPENDITURES:	Enterprise Fund	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
	<u>Sewer - 6500</u>					
	Salaries	\$ 37,433	\$ 25,000	\$ 25,000	\$ 276,105	1004.4%
	Benefits	\$ 42,097	\$ 15,000	\$ 15,000	\$ 151,560	910.4%
	Operations & Maintenance	\$ 627,926	\$ 610,000	\$ 610,000	\$ 329,410	-46.0%
	Debt Service	\$ 95,901	\$ 300,000	\$ 300,000	\$ 292,000	-2.7%
	TOTAL:	\$ 803,357	\$ 950,000	\$ 950,000	\$ 1,049,075	10.4%
	Capital Outlay	\$ -	\$ 10,000	\$ 10,000	\$ -	
	TOTAL:	\$ 803,357	\$ 960,000	\$ 960,000	\$ 1,049,075	9.3%

Enterprise Fund	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
<u>Sewer Project - 6505 (WWTP Upgrade)</u>					
Salaries	\$ -	\$ -	\$ -	\$ -	-
Benefits	\$ 4,798	\$ -	\$ -	\$ -	-
Operations & Maintenance	\$ 429,467	\$ -	\$ -	\$ -	-
TOTAL:	\$ 434,265	\$ -	\$ -	\$ -	-

Enterprise Fund	Actual FY 2006-2007	Budget FY 2007-2008	Revised Budget 2007-2008	Adopted 2008-2009	Change From 07-08 Budget
<u>Sewer Project - 6506 (Hydro Project)</u>					
Salaries	\$ -	\$ -	\$ -	\$ -	-
Benefits	\$ -	\$ -	\$ -	\$ -	-
Operations & Maintenance	\$ (6,960)	\$ -	\$ -	\$ 4,550	
TOTAL:	\$ (6,960)	\$ -	\$ -	\$ 4,550	
Capital Outlay	\$ -	\$ -	\$ -	\$ 22,000	
TOTAL:	\$ (6,960)	\$ -	\$ -	\$ 26,550	





NON - DEPARTMENTAL

**CITY OF NEVADA CITY
SPECIAL FUNDS - Constitution Day 7100 & USPEA Grant 8150
2008-2009 BUDGET SUMMARY (Adopted)**

EXPENDITURES:	<i>Special Fund</i>	<u>Actual</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Adopted</u>	<u>Change From</u>
	<u>Constitution Day - 7100</u>	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>07-08 Budget</u>
	Operations & Maintenance	\$ 6,469	\$ -	\$ -	\$ 7,500	
TOTAL:		\$ 6,469	\$ -	\$ -	\$ 7,500	

	<i>Special Fund</i>	<u>Actual</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Adopted</u>	<u>Change From</u>
	<u>USPEA Grant - 8150</u>	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>07-08 Budget</u>
	Operations & Maintenance	\$ 28,452	\$ -	\$ -	\$ 100,000	
TOTAL:		\$ 28,452	\$ -	\$ -	\$ 100,000	



CITY OF NEVADA CITY
2008-2009 BUDGET SUMMARY - CAPITAL IMPROVEMENTS *(Adopted)*

Capital Outlay:	<u>Department</u>	<u>Project Description</u>	<u>General Fund</u>	<u>Special Fund</u>	<u>Water Fund</u>	<u>WWTP Fund</u>
	Fire	Hose	\$ 15,000			
	Total Fire		\$ 15,000			
	Police	Remodel City Hall - Police Dept. (Carpet, Paint, etc.)	\$ 10,000			
		One New Vehicles and Equipment for each		\$ 37,500		
	Total Police		\$ 10,000	\$ 37,500	\$ -	\$ -
	DPW (B&G, Streets, Sewer Collection, Water Dist.)	Street Sweeper-\$35k yr 5 yr finance option \$160k, Vactron \$10k yr 5 yr finance option \$35k	\$ 45,000			
		500 New Water Meters \$125k			\$ 125,000	
		Sewer Line Main S. Pine				\$ 90,000
	Capital Outlay-RSTP/STIP S&R (fund 212)	Sidewalks and Street Lighting		\$ 75,700		
	Capital Outlay-CMAC Grant (fund247)	(2) Clean Diesel Trucks, (2) Electric Work Carts		\$ 101,000		
	Capital Outlay-Rural Planning (215)	Gold Flat Corridor Traffic Study		\$ 45,000		
	Ops-Gas Tax (Fund 210)	Street Repair and Maintenance - Various Locations		\$ 10,000		
	Ops/Capital Outlay-Prop IB (fund 244)	Storm Drains - Searls, West Broad, Lower Grass Valley		\$ 400,000		
	Ops/Capital Outlay-AB1600 (fund 137&138)	Union Street Paving and Mapping		\$ 82,000		
	Capital Outlay - Measure "S"	2008 Summer Paving Project & Maintenance		\$ 402,550		
	Total Department of Public Works		\$ 45,000	\$ 1,116,250	\$ 125,000	\$ 90,000
	Parks & Recreation (pool, summer camp)	Tennis Courts \$50k, Roof Caretaker \$30k, Seamans Roof Lodge \$50k	\$ 150,000			
		Move fence at pool and fix sitting areas \$20k				
	Total Parks & Recreation		\$ 150,000	\$ -	\$ -	\$ -
	WTP	Computer-\$2k, WTP upgrade/engineering \$5k		\$ 7,000		
	Total WTP		\$ -	\$ -	\$ 7,000	\$ -
	WWTP	Hydro Project				\$ 26,550
	Total WTP		\$ -	\$ -	\$ -	\$ 26,550
Totals - Capital Outlay			\$ 220,000	\$ 1,153,750	\$ 132,000	\$ 116,550